

AUTOMATIC PAYMENT PLAN

Bill paying made easy with Auto Pay

With Auto Pay it's easier than ever to pay your water/sewer bill. Your payment is automatically deducted from your bank account on the due date. There are no stamps, special trips or hassles.



The Easy Way to Pay Automatic Payments

- **Saves time.** Nobody likes to spend time writing checks and filing statements. Automatic bill paying eliminates that chore.
- **Saves postage.** Every time you pay a bill automatically you save the cost of a first-class stamp. True, it's only a few cents, but they do add up over time.
- **You can't forget** to pay your bill. You might have been sick or on vacation. Or just forgot. Or maybe the bill gets lost in the mail. It happens. But most people who write checks sooner or later manage to miss a payment.
- **Avoids late payment penalties and fees.** Because you are never late you avoid late payment penalties and fees.
- **Predictable finances.** With paper bills you never know exactly when a check will clear your bank and be charged to your account. With automatic payment you'll know. That might not be important if you carry a sizeable balance in your account, but could be critical if you run low.
- **More convenient.** The bottom line is that automatic bill payments are more convenient. They do make life a little less complicated for you.
- **It's free.** There are no fees required for this service. The Village will pay all fees.

Questions

1. How do I sign up?
Fill out the attached form, include a voided check or a copy of a check and send it to:

Village of Bannockburn
2275 Telegraph Road
Bannockburn, IL 60015-1533

or

E-mail to: RMentkowski@VillageofBannockburn.org
2. Can I send a deposit ticket?
No! Some banks do not include their routing number on their deposit ticket which is the information needed by the Village.
3. What if there is an error on my bill?
Call the Village Hall as soon as you discover the error, but no later than five working days before the bill due date.
4. How long will it take for the automatic payment to take effect?
Upon receipt of the application, you will be enrolled. A notification will be on your utility bill.
5. What day would my bank account be deducted?
Your account will be deducted on or within two days after the bill due date indicated on your billing statement.
6. Does the Village offer Credit Card Payments?
Yes, the Village offers E-Pay Credit Card payments available at: <http://bannockburn.org>; with a nominal fee. Note: Automatic credit card payments will be coming soon.
7. Will the Village sell my information?
No! Your account information will be kept private and secured.
8. What if I have more questions?
Call the Village of Bannockburn at 847-945-6080 and speak with Ryan Mentkowski.

Automatic Payment Plan Authorization

Complete this form to enroll in the Automatic Payment Plan. Enclose a voided check or a copy of a check which indicates the checking/savings account to be debited.

By signing, I authorize the Village of Bannockburn to begin automatic withdrawals from my checking or savings account, indicated below, and authorize the financial institution or credit union named to deduct from my account payments to Village of Bannockburn. I understand this authorization is subject to the terms and conditions of the Auto Pay Authorization Agreement as shown on the reverse side.

Customer Name

Service Address

Village State Zip

Water/Sewer Account #

Bank Name

Bank Routing Number

Bank Account Number

Type: Checking Savings

Bank Account Holder's Signature Date

Email Phone #

Auto Pay Authorization Agreement Terms and Conditions

The following terms and conditions ("Terms and Conditions") apply to your application for and use of the automatic monthly payment service ("Auto Pay") provided by Village of Bannockburn. The Village of Bannockburn reserves the right to change these Terms and Conditions at any time.

1. YOUR RESPONSIBILITIES. You agree to provide (a) true, accurate, current, and complete information when applying for, modifying information of, or using Auto Pay, (b) not to misrepresent your identity, and (c) not to use Auto Pay for any illegal purpose. Your use of Auto Pay constitutes your consent to be bound by the Terms and Conditions stated herein, as may be amended from time to time by the Village of Bannockburn.

2. AUTOMATIC PAYMENTS. Automatic payments will be deducted from your bank account on or within two business days after the due date indicated on your monthly billing statement.

3. CHANGES. You may request the Village of Bannockburn to add or substitute accounts at any time during your use of Auto Pay pending submission of a new application.

4. BANK CHARGES. You agree to pay all applicable bank charges for any automatic payment that is returned unpaid to Village of Bannockburn. You must notify Village of Bannockburn when you change or close the authorized bank account(s).

5. DISCLAIMER OF WARRANTIES. You expressly understand and agree that your use of Auto Pay is at your sole risk. The Auto Pay service is provided on an "AS IS" and "AS AVAILABLE" basis. The Village of Bannockburn expressly disclaims all warranties of any kind, express or implied. Village of Bannockburn does not warrant that Auto Pay will meet your requirements or that Auto Pay will be uninterrupted, timely, secure, or error-free. To the extent that any part of this section is not consistent with any other part of these Terms and Conditions, this section will control.

6. LIMITATION OF LIABILITY. Village of Bannockburn will reimburse you for wrongful debits made as a result of an error by Village of Bannockburn and actual bank charges incurred as a result of that error. Village of Bannockburn shall not be liable for any other damages of any kind or character, including any direct, indirect, incidental, consequential, special, or punitive damages resulting from (a) any wrongful debit, (b), your use of or inability to use Auto Pay, (c) unauthorized access to or alteration of your transmission or data, or (d) any other matter relating to Auto Pay.

7. TERMINATION. You or the Village of Bannockburn may terminate this agreement at any time for any reason by notifying the other party.

8. GOVERNING LAW. These Terms and Conditions shall be governed by the laws of the State of Illinois. These Terms and Conditions constitute the entire understanding between you and Village of Bannockburn for use of Auto Pay.

Place
Stamp
Here

Village of Bannockburn
2275 Telegraph Road
Bannockburn, IL 60015-1533

