

Village of Hainesville Automatic Debit Authorization Agreement

Yes, I wish to participate in the Automatic Debit Program and pay my monthly water/sewer/garbage and motor vehicle license fee otherwise known as "utility bill" automatically.

Water/Sewer Bill Account Number(s) (total 12 digits)

Name on the bill (Please Print)

Service Address

Phone Number

1. Please pay from my/our: check one

Checking Account Savings Account

If you have a savings account, credit union or money market account, request your Routing Transit Number (RTN) and account number from the bank.

Account Number

Routing Transit Number

Name of Financial Institution

Amount of payment/deduction will be the TOTAL NET DUE of the utility bill. This amount will automatically be deducted from the account listed no earlier than the 10th day of the month.

By signing below, you authorize the Village of Hainesville to initiate Automatic Debits from your designated checking or savings account to make payments to your utility bill.

Name on Account (Please Print)

Signature

Date

Name on Account (Please Print)

Signature

Date

Return this signed form with a voided check (if using a checking account for payment) to:

Village of Hainesville
Attn: Utility Department
100 North Hainesville Road
Hainesville, IL 60030

Unsigned authorization agreements will not be processed and will be returned back to you.

If you have any questions, please call the Village of Hainesville at 847-223-2032.

Terms and Conditions

Automatic Debit Commencement

Your automatic debit service will be operational and your required payment will be taken from the account you designated on the due date of your next bill. Your bill will indicate that it is being paid by auto-debit when this service is activated.

Record of Payment

Your bank statement will indicate the amount and date of your automatic payment. Retain this record of proof of payment for future reference regarding your billing. If a question arises regarding your payment of the amount differs from your bill, you must notify us and your financial institution within sixty (60) days of the date of the questioned statement. Your financial institution will advise you of rights concerning the error.

Availability of Funds

You are responsible for having enough money in the account you designated on the payment due date. You are responsible for any fees associated with non-sufficient funds. The Village of Hainesville charges \$25.00 for non-sufficient funds; your financial institution may also have a charge for non-sufficient funds. Automatic Debit authorization may be cancelled if two payments are returned in a 12 month period.

Payment Date

Funds will be taken from the designated account on the due date listed on the monthly statement you receive. Payment due date is on the 10th of each month unless the 10th falls on a Sunday then the due date would be the 11th, the next business day.

Termination

Your services will remain active and in effect unless the Village of Hainesville receives 30 days written notice of cancellation. Every effort will be made to honor requests. In any event, upon written request automatic debit service will be cancelled as soon as possible.

Contact Information

Return completed authorization agreements to the following address:

Village of Hainesville
Attn: Utility Department
100 North Hainesville Road
Hainesville, IL 60030

Authorization agreements can be mailed in, dropped off in person or dropped off in the Village drop box. All individuals that are on the designated account must sign the agreement. Unsigned agreements will not be processed and will be returned back to you.