

AUTOMATIC UTILITY PAY

INTRODUCING AN OPTIONAL PAYMENT PLAN FOR YOUR WATER/SEWER BILLS THAT WILL SAVE YOU TIME,
CHECK WRITING COSTS, POSTAGE AND MINIMIZE THE CHANCE
OF LOST OR LATE PAYMENTS

Now you can take advantage of the convenience of the **Automatic Utility Pay Plan** at no cost to you. It will save time, and reduce check writing. Your Village of Lincolnshire quarterly billing amount will be **automatically deducted from your bank account** and paid to the Village so you'll never miss a payment, even when you are out of town.

Each transaction will appear on your monthly bank statement. You will continue to receive Village of Lincolnshire statements so you can track your water/sewer usage and keep a record of each payment.

Here's how you can enroll:

- 1) Complete the Authorization Agreement below;
- 2) **Attach a voided check to the Agreement** which will indicate the checking account that is to be debited; and
- 3) Return the Agreement and voided check to the Village of Lincolnshire, One Olde Half Day Road, Lincolnshire, IL 60069.

Questions frequently asked about **Automatic Utility Pay** are as follows:

What authority does the Village have to make an automatic payment from my account?

The authorization you provide will be governed by the terms of the Agreement you sign.

When does money need to be in my bank account to pay my water/sewer bill?

Your bank account must hold the full amount of the payment, in available funds, on the billing due date as specified in the Agreement. If there are insufficient funds in your account on the payment date, your bank will return the pre-authorized debit and you may be penalized by both bank and Village, just as if you had a check returned for non-sufficient funds.

What record will I have of a pre-authorized withdrawal from my bank account?

Your monthly bank statement will show all transfers from your bank account. It will state the amount and when the payment was made to the Village of Lincolnshire.

Please return this portion with voided check

AUTHORIZATION AGREEMENT FOR AUTOMATIC UTILITY PAY

I hereby authorize the Village of Lincolnshire and the Financial Institution designated to begin deductions for Automatic Utility Pay payments. I understand my automatic withdrawal of the billing amount will be made each quarter on the bill's due date.

Please attach a voided check. Please allow four to six weeks for your application to be processed.

Financial Institution _____ Account No. _____ Checking Account
 Savings Account

Address of Financial Institution _____

City _____ State _____ Zip _____

*This authority is to remain in effect until Village of Lincolnshire or Financial Institution has received written notification from me of termination in time to allow Village or Financial Institution reasonable opportunity to act on it, or until Village or Financial Institution has sent me written notice of termination of this agreement. **(The Village of Lincolnshire requires 6 weeks advance notice in writing to terminate this agreement)***

Authorized Signature _____

Home telephone number _____ Work telephone number _____

Name (Please print) _____ Address _____

City _____ State _____ Zip _____

Village of Lincolnshire Account Number _____ Date _____

(Located on your bill)