



Village of Western Springs
Finance Department
740 Hillgrove Avenue
Western Springs, IL 60558
(708) 246-1800, ext. 126

Save Time and Money!

Participate in the Auto Debit Program!

Respond Today!

Q. *What is the Auto Debit Program?*

A. The Auto Debit Program is a convenient, FREE and totally optional service, which makes your life easier by automatically paying your water/sewer bill from your checking or savings account. The amount due on your bi-monthly water bill is automatically debited from your bank account on the due date.

Q. *Do I need to have a special checking or savings account?*

A. No, we can deduct your payment from almost any checking or savings account in the United States to pay your bill.

Q. *How will I know how much is being paid?*

A. You will still receive a bi-monthly bill to inform you of the dollar amount being debited from your account. This amount will also appear on your checking or savings account statement for proof of payment.

Q. *How will I know when Auto Debit begins?*

A. You will know when you are signed up when “**Auto pay – do not pay**” is printed in the Amount Paid box on your water bill. This may take up to two billing cycles before it becomes effective.

Q. *What if I need to change something that is already set up on my Auto Debit Program?*

A. Just call the Village Hall at 708-246-1800 ext. 126 during regular business hours.

Q. *What information do I need to set up my Auto Debit Account?*

A. Simply fill out the form on the backside of this sheet and return to the Village Hall. An example is given below to assist in identifying the necessary information from your checking account.

John or Jane Doe	1010	
1100 Any Drive		
Anywhere, USA 12345		
Pay to _____	_____ Dollars	
123456789	12345670	1010
9-Digit Routing No.	Account No.	Check No.

If you have a savings account, credit union or money market account, request your routing and transit number (RTN) from your financial institution.

Village of Western Springs Water/Sewer Bill Auto Debit Program AUTHORIZATION AGREEMENT

The Auto Debit Program offers you the convenience of paying your water/sewer bill automatically to insure no late payments or ensuing penalty charges.

1. Yes, I wish to participate in the Auto Debit Program and pay my water/sewer bill automatically:

Water/Sewer Bill Account Number (10-digits)

Name

Phone Number

Service Address

2. Please pay from my: (check one) Checking Savings

Account Number

9-Digit Routing Number

Name of Financial Institution

* Amount of payment will be the account balance of your water/sewer account. This amount will automatically be deducted from your financial institution on the due date.

Auto Debit Program Terms & Conditions

- This agreement will remain in effect until you notify the Village either in person or in writing to cancel it allowing the Village reasonable opportunity to act.
- Auto Debit payments will not be applied to final water bills. Final water bills must be paid by cash, check, or credit card.
- If there are insufficient funds in your account on the specified payment dates, the Village will send you a notification requesting the payment to be made in full via cash or a money order. A \$20 charge will also be attached to your account and the Village reserves the right to remove your account from the Auto Debit Program.
- Requests to participate in the Auto Debit Program will not be honored without a signature.

By signing below, you authorize the Village of Western Springs to initiate automatic payments from your designated checking or savings account to make payments to your water/sewer bill. Your signature also indicates your agreement to the terms and conditions of the Auto Debit Program.

Name (Please print)

Signature

Date

Return this form to: Village of Western Springs
740 Hillgrove Avenue
Western Springs, IL 60558