



AUTO-PAY APPLICATION

Enjoy the convenience of having your payment automatically deducted from your bank account on your due date with Glen Ellyn's **FREE** payment service. With the Village's **Free** and **Secure** Auto-Pay program you will receive a monthly statement 20 days before your payment is deducted.

Please complete form and submit with a voided check.

Village Services Account: _____ Customer Name: _____

Service Address: _____

Home Phone Number: _____ Cellphone Number: _____

Email Address: _____

Checking _____ Savings _____

Bank Name: _____

Bank Routing Number (ABA) 9 digits: _____

Bank Account Number: _____

By signing this form I acknowledge that I have read the Program Guidelines and Rules.

Signature: _____ Date: _____

PROGRAM GUIDELINES AND RULES

Please allow a minimum of one billing period (one month) for your account to be converted to auto-pay. You will know you have been set-up for auto-payment when your monthly bill reads "AUTO PAID".

Village of Glen Ellyn
533 Duane Street
Glen Ellyn, IL 60137
(630) 463-5000

ACCOUNT# 0110000100

AUTO***5-DIGIT 60137
Batek Test1
535 Duane St
Glen Ellyn, IL 60137-4675

RETURN THIS PORTION OF BILL WITH PAYMENT. DO NOT SEND CASH.
Make Check Payable To: Village of Glen Ellyn
Payment must be RECEIVED, NOT POSTMARKED, by the due date to avoid a late payment charge.

Water, Sewer and Solid Waste Collection Bill

CURRENT CHARGES		\$1.00
PAST DUE BALANCE		0.00
TOTAL AMOUNT DUE BY	02/20/02	\$1.00
AMOUNT DUE AFTER	02/20/02	\$1.00
PAYMENT AMOUNT ENCLOSED	02/20/02	AUTO PAID

Village of Glen Ellyn
P.O. Box 2685
Glen Ellyn, IL 60138-2685

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When you see "AUTO PAID" appear on your bill, do not send payment on your account. The amount due on your bill will automatically be deducted from your bank account on the due date shown on your bill. While on the auto-pay program, you will continue to receive your regular monthly Village Service's bill, which contains detailed information about your account.

Availability of Funds

As with checks returned for non-sufficient funds, there is a NSF charge on all returned automatic payments. Two NSF items will result in removal from the auto-pay program. A 12 month good payment history is required to sign up for the auto-pay program if removed.

Changes in Bank Information, Termination of Participation

You are also responsible for informing the Village in writing no less than 14 days prior to your next scheduled billing date of any changes in your designated bank account (closed account, new account, etc.) or if you would like to discontinue your participation in the auto-pay program. If you wish to discontinue participation in the Auto-Pay program, a service deposit will be required.

Returned auto-pay payments will subject your account to penalties and, if uncollected, will subject your water service to termination as prescribed in the Village Code.

Billing Questions / Disputes

You must notify the Village by calling **630-547-5220/5221** within 10 days of receiving your bill if you are questioning the amount due. Should a correction be warranted, we will be able to adjust the amount of your payment before the regular bill due date and automatic withdrawal from your bank account.

For Office Use New Auto-pay: _____ Change of Auto-pay: _____ Effective Date: _____