DIRECT DEBIT AUTHORIZATION FORM

Attach VOIDED CHECK here.

Village of Beach Park
11270 W. Wadsworth Road
Beach Park, IL 60099

Please print this form. Fill out all fields completely, attach a voided check, and mail to Beach Park Village Hall, or you can always drop it off anytime in the utility drop box located on the east side of the building.

I (we) authorize the Village of Beach Park and the financial institution listed below to transfer (debit) money from my (our) checking or share drafts account and remit payment for my (our) Water and Sewer bill.

_____
Financial Institution Name (please print in ink)

_____
City / State / ZIP

_____ _____
Bank Account Number Bank Routing Number

I (we) have read the terms of this application and agree to the terms. This authorization will remain in full force and effect until the Village of Beach Park has received written notification from me (or either of us) of its termination in such time and in such manner as to afford the Village and my financial institution a reasonable opportunity to act on it.

_____
Signature for Authorization Date

_____
Signature for Authorization Date

_____
Service Address Village Water/Sewer Account Number

_____
Daytime Phone Number

Direct Payment Can Save You $$$ Money $$$

Sign Up Now for Our Automatic Bank Payment Service! With our free Automatic Bank Payment service, you can have your Village Water/Sewer bill automatically paid from any participating bank, savings and loan, or credit union account. First call your financial institution to see if it is capable of receiving electronic transmissions. Then complete the reverse side of this form and return it to us to start enjoying these benefits:

- No check to write.
- No postage to pay.
- No more monthly trips to pay your bill in person.
- No more embarrassments about forgetting to pay your bill.
- Away from home? Your bill will be paid and no late charges added.

All you have to do is make sure there is enough money in your account to cover the bills, and record the payments in your records.

With Automatic Bank Payment, you keep control of your monthly payments. ***You will continue to receive a quarterly statement showing your usage and amount to be debited from your account.*** Three days prior to the due date, the payment will be deducted from your account. That gives you time to review the statement and call our Finance Department if you have any questions. If there is a billing error, call the Village Hall at (847) 746-1770 and we will make every effort to correct it as soon as possible.

When you see ***"Thank you for participating in your city's direct debit program"*** on your bill; you will know our Automatic Bank Payment Service is in effect.

You may cancel your automatic bank payment at any time you feel it is no longer working for you. **We must receive "written" notification from you at least 10 days prior to your due date**.

To sign up, fill out the application form and return it to Beach Park Village Hall with a VOIDED check.

Terms of Agreement

Payment Notice, Payment Date and Billing Questions
You will continue to receive quarterly statements. You will have ample time to plan for your automatic payment or to contact us if there is a question about your bill. Three days prior to the due date, the payment will be deducted from your account. If this debit date falls on a weekend or holiday, the payment will be deducted the day before. For example, a payment due on a Tuesday will be deducted on the Friday before. Please call with any questions on this.

Availability of Funds
You are responsible for having enough money in the indicated account on the payment date. If the transaction cannot be processed for any reason, a past due notice will then be mailed to you and the payment must be made at the Village Hall. You will be responsible for all fees charged should your payment be returned for any non-payment reason. (These fees may include late charges, non-payment fees, and collection fees.) Also, your automatic bank payment service may be cancelled if two payments are returned in a 12-rnonth period for non-payment.

Record of Payment
The amount and date of your automatic payment will be shown on your regular bank statement. This is your proof of payment. If there is a question about a payment or if the amount differs from your bill for any reason, you must notify us and your financial institution within 60 days of the date on which the error is first reflected.

Account/Address Change
Please notify us of any account or address changes to ensure timely payments. You are responsible for submitting a new application when an account or address change occurs.

Termination
This authorization will remain in effect until we receive a written notice from you 10 days prior to cancellation date or until your service has been terminated and the final bill is paid in full. You may send us a letter requesting the cancellation of Automatic Bank Payment Service or
stop by our office and sign a cancellation form.

Stop Payments
You should always advise us first of any request to stop payment. You may stop payment by notifying your financial institution at least three business days prior to payment due date. However, as when you Stop payment on a check, you are responsible for any charges this may
create.

If you have any other questions, please call us at (847) 746-1770.