

What is the Direct Debit Program?

The Direct Debit Program is a convenient, FREE and optional service, which makes your life easier by automatically paying your water/sewer bill from your checking or savings account.

Every other month, on the date your water/sewer bill is due, your payment will be transferred from your checking or savings account to pay your water/sewer bill.

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

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

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

A. The Village will continue to send you a water/sewer bill and proof of payment will also appear on your checking or savings account statement.

Q. How will I know when Direct Debit begins?

A. The Village will send you a confirmation letter after your Direct Debit is initially set up. This process can take several weeks.

Q. What if I need to change something that is already set-up on my Direct Debit service?

A. Just call Village Hall at 847-551-3800 between the hours of 8 a.m. - 4:30 p.m.

Q. What information do I need to set-up my Direct Debit Account?

A. Simply fill out the form and return with an attached voided check. An example is given below to assist in identifying the necessary information from your checking account.

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

If you are not able to provide a voided check, please provide an account verification letter from your bank which includes your Bank Account Number and Routing Number.

Return this form to:

**Village of West Dundee
102 South Second Street
West Dundee, IL 60118**



Utility Billing Direct Debit Program



Save Time,

Save Money,

Save a Stamp!

Have your water & sewer utility bill automatically deducted on the due date.

Never pay a late fee again!

DIRECT DEBIT PROGRAM TERMS & CONDITIONS



1. Payment can be made from a checking or savings account from most banks in the United States.

2. You will continue to receive a bill approximately 30 days prior to the bill due date.

The words "Direct Debit" will appear on your water/sewer bill to notify you that payment is set-up for Direct Debit.

3. If there are insufficient funds in your account on the specified payment dates, the Village of West Dundee reserves the right to take payment in whole or in part when funds become available.

4. This agreement will remain in effect until you notify the Village of West Dundee either in person or in writing at 102 S. Second Street, of your desire to cancel, allowing the Village reasonable opportunity and time to act.

5. Requests to participate in the Direct Debit Program will not be honored without an authorization signature.

PLEASE COMPLETE THE FOLLOWING TO ENROLL:

1) I wish to participate in the Direct Debit Program to pay my water/sewer bill automatically.

Water/Sewer Account Number:

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Account Holder's Name

Service Address

2) Please pay from (*check one*):

Checking Account

Savings Account

A voided check or account confirmation letter from your financial institution must be attached to this authorization form.

Please note: Deposit slips cannot be accepted for account verification.

3) Amount of payment will be the account balance of your water/sewer account. This amount will be automatically deducted from the designated account on the bill due date.

By signing below, you authorize the Village of West Dundee to initiate Direct Debit or 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 Direct Debit Program.

Name (Please Print)

Authorization Signature

Date

Email Address

Phone Number