



# Automatic Bank Payment Authorization Form

Please return the completed form with a **VOIDED CHECK** and a **copy of Government Issued ID** in one of the following ways:

**Post Mail:** Village of Gurnee, 325 N. O'Plaine Road, Gurnee, IL 60031  
**Fax:** (847) 623-0490

**Financial Institution Name:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_

**Bank Routing #:** \_\_\_\_\_ **Bank Account#:** \_\_\_\_\_

*(located at bottom of check, or call financial institution)*

**Type of Account (check one):**     **Savings**                       **Checking**

**Customer Name (as appears on bill):** \_\_\_\_\_

**Signature for Authorization:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Service Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_ **Zip Code:** \_\_\_\_\_ **Daytime Phone:** \_\_\_\_ - \_\_\_\_ - \_\_\_\_

**Mailing Address (if different from Service Address):** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_ **Zip Code:** \_\_\_\_\_ **Alternate Phone:** \_\_\_\_ - \_\_\_\_ - \_\_\_\_

**Water/Sewer Account #:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

I authorize the Village of Gurnee and the financial institution listed above to transfer (debit) money from my checking or savings account and remit payment for my Water and Sewer Bill. I have also provided a legible copy of my current government issued picture ID as proof of identification that I am the responsible party for the listed bank account and water/sewer account.

I 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 Gurnee has received written notification from me of its termination in such time and in such manner as to allow the Village and my financial institution a reasonable opportunity to act on it.

For Office Use Only:

Received (circle that apply):      Copy of ID                      Copy of Voided Check

Received By: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_



# Automatic Bank Payment Agreement and Disclosure Statement

## **Automatic Bank Payment**

Automatic bank payment is a free service of the Village of Gurnee which lets you pay your utility bill directly through your checking or savings account. This program deducts the invoice amount on the due date. You will never miss a due date and receive a late notice or worry about a check getting lost in the mail. You may cancel the plan or switch to another checking or savings account by notifying us. You can specify your checking or savings account at any bank or credit union that offers automatic payment. Some financial institutions may charge a small fee for automatic payments.

## **Record of Payment**

Your monthly bank statement will indicate the amount and date of your automatic transfer. Retain this record as proof of payment for future reference regarding your billing just as you would if you had written a check. If a question arises regarding your transfer, or the amount differs from your bill, you must notify the Village and your financial institution within sixty days of the statement date.

## **Availability of Funds**

You are responsible for having enough money in the account you designate for payment on the payment date. If there are non-sufficient funds available you will be responsible for any fees just as if you had written a check with non-sufficient funds. The Village currently assesses a \$25.00 fee for a payment returned for non-sufficient funds. Your automatic bank payment authorization with the Village may be cancelled if two payments are returned within a 12 month period.

## **Payment Date**

It generally takes approximately one month from the date we receive your automatic bank payment authorization until your account will be paid through the automatic bank payment system. Continue paying your bill by check until you receive a bill that states "Bank draft, DO NOT PAY". This will appear on the remittance stub and on the portion of the bill that is kept. Once this appears on your bill, your payment will be transferred from your selected account on the due date of the bill.

## **Getting Started on Automatic Bank Payment**

To start using this new service, the automatic bank payment authorization form must be completed and returned to the Village of Gurnee along with a voided check if you wish to have payment deducted from a checking account or a deposit slip that shows your account number if you wish to use a savings account. You must also provide a copy of your Driver's License or government issued ID as proof of identification.

## **Termination**

This service will remain in effect unless we receive written notice from you 30 days prior to the cancellation date or until your water and/or sewer service is terminated.

## **Billing Disagreements**

If a question arises regarding your bill, please notify the Village at least 7-10 business days prior to your due date. We will be able to place a hold on your automatic payment and research any problems with your bill.