

Announcing Village of Glenview Direct Debit Program

Glenview is now offering a new payment option for your Water/Sewer Utility bill. You may now opt to pay through direct debit of your checking or savings account. The funds will be withdrawn on the due date, thus avoiding any late fees.

The process is simple. Please complete the authorization agreement below, **sign and attach a voided check.**

Please return the completed form with appropriate attachments to:

Village of Glenview
1225 Waukegan Road
Glenview, IL 60025
ATTN: FINANCE DEPARTMENT

*I hereby authorize the Village of Glenview and the financial institution designated herein, to initiate automatic deductions by direct debit to my bank account indicated below, in payment of my water/sewer utility bill. I understand the **automatic withdrawal of the amount billed will be debited (withdrawn) on the billing due date as indicated on the bill received.***

I hereby agree to have such funds available on said due date as specified in this agreement. This authority will remain in effect until the Village of Glenview has received written notification at least thirty (30) days prior to the date of termination of this agreement.

Please read the other side of this notice for further information.

Customer Name (as it appears on bill)									
Service Address									
City/State/Zip									
Mailing Address (if different)									
City/State/Zip									
Daytime Phone Number	()				-			
Financial Institution Name									
And Address									
City/State/Zip									
Bank Phone Number	()				-			
Bank Transit Routing Number (ABA)									
Please circle: Checking or Savings Account Number									
Authorized Signature									

Please remember to sign and attach a voided check to this authorization form.

Initial Payment

Once your completed enrollment form is received it will undergo a “pre-notification” process where a test transaction (zero dollar amount) is created and used to verify the accuracy of the account information provided. Should the pre-notification test fail (incorrect account number or bank transit routing number) you will be notified and asked to provide the correct information prior to commencing automatic payments. Each pre-notification test takes approximately ten (10) working days to complete.

You will know when automatic direct debit payments are scheduled to begin when you receive your utility billing and it indicates “**Direct Debit Pay**”. Please continue to make payments until that time.

Record of Payments

Your monthly bank statement will indicate the amount and date of your automatic transfer. If a question arises regarding your transfer or if the amount differs from your bill, you must notify us **and** your financial institution within sixty (60) days of the date of the questioned statement. Your financial institution will advise you of your rights concerning the error.

Availability of Funds

You are responsible for having enough money in the designated account on your payment date. As with checks returned for non-sufficient funds, there is a \$25.00 NSF charge on all returned items. Direct Debit Pay will be canceled if two payments are returned within a twelve (12) month period.

Payment Date

The predetermined amount will be transferred from your bank account on the 25th of the month. If the 25th falls on a weekend or holiday, your account will be debited on the following business day.

Termination/Account Closure

Your service will remain in effect unless we receive written notice from you ten (10) days prior to the next scheduled billing date or until your service is terminated. Additionally, you must provide the same notice if you have closed your account.

Questions

If you have any questions concerning this program, please contact the Finance Department at (847) 724.1700.