



Village of Glenview

Application for Automatic Payment of Utility Bills

The Village of Glenview offers water/sewer customers the ability to pay bills automatically through a checking/savings account. The funds will be withdrawn on the 25th of the billing month, thus avoiding late fees and saving you time! Please complete the following form and mail to:

Village of Glenview, 2500 East Lake Avenue, Glenview, IL, 60026 Attn: Resolution Center

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| Name as it Appears on Bill: | |
| Utility Billing Account #: | |
| Street Address: | |
| City, State, ZIP: | |
| Daytime Telephone #: | |
| Email Address: | |
| Name of Financial Institution: | |
| Is this a Checking or Savings Account? | |
| Bank Routing Number: | |
| Account Number: | |

A VOIDED CHECK MUST BE INCLUDED WITH FORM

I hereby authorize the Village of Glenview and the financial institution designated herein, to initiate automatic deductions by direct debit from my bank account indicated above, 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 I understand the automatic withdrawal of the amount billed will be debited (withdrawn) on the billing due date (25th of the billing month unless if it falls on weekend or holiday and it will be deducted the next business day). I hereby agree to have such funds available on said due date as specified in this agreement. There is a \$25.00 charge on all returned items for non-sufficient funds. Direct Debit will be canceled if two payments are returned within a twelve (12) month period. I also understand that I will continue to receive a bill indicating the amount to be deducted. If the bill amount differs from the amount transferred, I am to contact my bank and the Village of Glenview as soon as possible. *I understand I must give the Village of Glenview a notice no less than 10 business days prior to the due date to terminate this agreement.*

I understand and agree to the terms of this letter and application.

Signature _____ Date _____

Once the water/sewer bill indicates "AUTO PAID" the amount due will automatically be deducted. Until then, the bill must be paid by other means.

If you have any questions, please feel free to contact us at 847-724-1700