

AUTOMATIC UTILITY PAYMENT PLAN

The Automatic Utility Payment Plan is a convenient way to pay your utility bills at no extra cost to you. We automatically draft (debit) the amount of your quarterly bill from your bank account. You avoid late fees, postage, checks, mailing and having to pay in person. It's all electronic; all you do is maintain a sufficient bank account balance on the due date of the bill.

HOW DO I SIGN UP? Complete and sign this application, attach a voided check or a letter of account verification from your bank and return it to:

**Village of Lansing, 3141 Ridge Rd, Lansing, IL 60438
Attention: Automatic Utility Payment Plan**

The Village of Lansing does not charge for this service. Charges will only be assessed for insufficient funds at \$40.00 per occurrence (same as returned check fee) and that payment will have to be paid by cash or money order only.

WHEN WILL THE AUTOMATIC UTILITY PAYMENT PLAN START? The automatic payment will begin when you see "Auto Bill Payment" printed on the stub of the bill in place of the amount due. Your bank account will be drafted on the due date of your utility bill or the next banking day if your due date falls on a holiday or weekend. Your bank statement will show the amount, date and "ACH Transfer-Village of Lansing" as payee.

HOW DO I STOP AUTOMATIC UTILITY PAYMENT? You may stop by notifying us, in writing, of your wish to discontinue paying automatically. Note: UTILITY ACCOUNT HOLDER OR SIGNER ON AUTOPAY FORM will need to sign cancellation request. Requests to stop the automatic payment plan must be received at least 30 days prior to your next billing date. Once terminated, you will no longer see the draft message and you will need to pay by cash, check or credit/debit card. Send termination notices to:

**Village of Lansing, 3141 Ridge Rd, Lansing, IL 60438
Attention: Automatic Utility Payment Plan**

If you have any questions, please call us between 9:00 a.m. and 5:00 p.m. Monday – Friday 708-895-7200

Note: If you are signing up for autopay, as an option, to have a penalty waived you MUST remain active for the minimum 6 months from date of signature below or the penalty will be reinstated.

AUTOMATIC UTILITY PAYMENT PLAN AGREEMENT AUTHORIZATION FOR DIRECT DEPOSITS/PAYMENTS (ACH DEBITS)

Company/Individual
Name _____ Phone Number _____

Water Account Number _____ - _____ - _____ - _____

Service Address _____

I (we) here by authorize the Village of Lansing to initiate debit/credit entries to my (our) Checking Account indicated on the attached voided check at the depository financial institution named on such document, hereinafter called DEPOSITORY, and to debit/credit the same to such account for the express purpose of payment of utility bill charges for the service address listed below.

This authorization is to remain in full force and effect until the Village of Lansing has received written notification (signed by utility account holder or signer on this original form) of its termination in such time and in such manner as to afford the Village of Lansing and DEPOSITORY a reasonable opportunity to act on it.

Print Name _____ Signature _____ Date _____

NOTE: ALL WRITTEN DEBIT/CREDIT AUTHORIZATIONS MUST PROVIDE THAT THE RECEIVER MAY REVOKE THE AUTHORIZATION ONLY BY NOTIFYING THE ORIGINATOR IN THE MANNER SPECIFIED IN THE AUTHORIZATION.

ATTACH VOIDED CHECK HERE
or letter of account verification from your bank.