

# VILLAGE OF HUNTLEY

## UTILITY BILLING AUTHORIZATION FOR AUTO DEBITS



**NAME:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**SERVICE ADDRESS:** \_\_\_\_\_

**SERVICE ACCOUNT #** \_\_\_\_\_

I (We) the bank account holder authorize the Village of Huntley to initiate electronic debit entries, and if necessary, credit entries / adjustments from the account indicated below for water and/or sewer service.

**FINANCIAL INSTITUTION NAME:** \_\_\_\_\_

**ACCOUNT NUMBER:** \_\_\_\_\_

**ROUTING NUMBER:** \_\_\_\_\_

CHECKING ACCOUNT  SAVINGS ACCOUNT

**ATTACH VOIDED CHECK HERE**

**\*\*THIS AUTHORIZATION REMAINS IN EFFECT UNTIL THE VILLAGE OF HUNTLEY RECEIVES WRITTEN NOTIFICATION PRIOR TO A BILLING DATE. *ONCE AN ACCOUNT HAS BILLED, AUTO DEBIT CANNOT BE TERMINATED UNTIL AFTER THE DUE DATE.*\*\***

**AUTHORIZED SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**OFFICE USE ONLY ↓↓↓↓**

***FIRST EFFECTIVE BILLING DATE:*** \_\_\_\_\_

***FIRST AUTO DEBIT DATE:*** \_\_\_\_\_

**RECEIVED BY** \_\_\_\_\_ **ACCOUNT UPDATED** \_\_\_\_\_  
EMPLOYEE SIGNATURE DATE

**VILLAGE OF HUNTLEY  
UTILITY BILLING DIRECT DEBIT PAYMENT PROGRAM**

**Enrollment**

The completed enrollment form must be received prior to the 1<sup>st</sup> day of the desired billing month. A voided check must be attached to the enrollment form. DEPOSIT SLIPS WILL NOT BE ACCEPTED. Investment and money market accounts are not eligible for this program.

**Billing**

You will still receive a bill in your regular cycle. The program has been initiated by "AUTO PAY DATE" printing on your bill in the net amount box. **YOU SHOULD CONTINUE TO PAY YOUR BILL BY CHECK UNTIL YOU RECEIVE A BILL THAT SHOWS AN AUTO PAY DATE.**

**Payment Date**

The predetermined amount will be transferred from your bank account on the due date. If this date falls on a weekend or holiday, your account will be debited on the next business day.

**Availability of Funds**

You are responsible for having enough funds in the designated account on your payment due date. As with returned checks, there is a service fee on all returned automatic payments.

**Termination or Change of Banking information**

Your "AUTO PAY" service will remain in effect unless we receive WRITTEN notice from you prior to the billing process. Bills are processed by the 15<sup>th</sup> of month. Once the bills have been created, the auto pay program CAN NOT be retracted. You are responsible for notifying the Village of any changes to your bank account information.

**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 bill. If a question arises regarding your transfer or if the amount differs from your bill, you must notify the Village of Huntley billing department and your financial institution within sixty days of the date of the questioned statement. Your financial institution will advise you of your rights concerning an error.

If you have any questions concerning this program, please contact the Village Hall at 847-515-5200.

(Mail form to: Village of Huntley, 10987 Main Street, Huntley, IL 60142)