



APPLICATION FOR AUTOMATED BILL PAY

Deerfield's Automated Bill Pay program allows you to pay your utility bill automatically. After initial authorization, your payment for each bill is electronically deducted from your checking or savings account.

Details on how the Automated Bill Pay Program Works:

Customers returning the completed application form below will continue to receive their regular statements, but the amount due section will read "AUTOMATED BILL PAY." The payment to the Village will be electronically transferred on the due date.

Use of the Automated Bill Pay service is provided at no charge; however, it is the responsibility of the customer to ensure that sufficient funds are available in the account for withdrawal. Any transfer requests that are returned by the bank for any reason will be charged a \$15 fee. Bills that are not paid by the due date will also receive the standard late fee of 10% of the amount due, and a late notice will be mailed to the billing address.

If you have questions regarding your bill, please contact the Village Finance Department at least five (5) business days prior to the payment transfer date to allow time to make any necessary adjustments.

If you decide to cancel this service or wish to use a different account, please notify us by completing a new application form which must be received by the 20th day of the month prior to the scheduled bill date.

To enroll, please 1) review the terms on reverse side, 2) fill out the application below, 3) attach a voided check or spec sheet (available from your bank), and 4) bring it to Village Hall. Sorry, but we cannot accept deposit slips. You can also use our 24-hour drop box, located in the median on Jewett Drive just south of Village Hall, or mail the application to us.

If you need additional assistance, call us at 847/945-5000, Monday through Friday, 8:00 a.m. to 4:30 p.m.

Detach & return completed form below; keep this part for your records.

AUTOMATED BILL PAY APPLICATION FORM

Utility Account Number: _____ Date of Request: _____
Customer Name: _____ Daytime Phone Number: _____
Service Address: _____
Mailing Address (if different than service address): _____

Bank Name: _____ Bank Phone Number: _____
Bank Address: _____
Bank Routing (ABA) Number: _____ Checking
Bank Account Number: _____ Savings

I authorize the bank designated above to electronically transfer funds from my account to pay my utility bill to the Village of Deerfield, and agree to the terms of the Automated Bill Pay program as outlined on the reverse of this application.

Signature: _____

Please be sure to attach a voided check or spec sheet for the account listed above. Do NOT use a deposit slip.

AUTOMATED BILL PAY TERMS OF AGREEMENT

Consent for Electronic Funds Transfer

Customer represents that he or she is the lawful account holder for the bank account indicated and the legal owner or renter of the property, or an authorized party to utility account information. By completing the application form, consent is granted for the Village to electronically deduct payment for utility service under the rules of the National Automated Clearing House Association. This consent extends to additional entries to correct any billing errors or make adjustments as warranted.

Record of Payment

Beyond notice of Automated Bill Pay on the account statement, all transfers will be noted with "Auto Pay" when sent to the bank. This description should appear on the customer's bank statement which will confirm the amount and date of the withdrawal. It is the customer's responsibility to keep or acquire bank documentation showing proof of payment.

Availability of Funds

Customers enrolling in Automated Bill Pay must ensure that sufficient funds are available for withdrawal in the authorized account on the due date of the bill. A \$15 fee per occasion will be assessed on accounts in which bank transfer requests are rejected for any reason. Accounts in the Automated Bill Pay program that are not paid by the normal due date are subject to late fees and, if bills remain unpaid, subject to disconnection as governed by the Village Code.

Termination of Participation

This authorization for Automated Bill Pay shall remain in effect until written notice of termination is given. It is the responsibility of the customer to inform the Village in writing by the 20th day of the month prior to the scheduled bill date of any account changes or voluntary termination. The Village reserves the right to terminate participation in the program if transfer requests are rejected for any reason more than two times in two years.

Requests for enrollment in Automated Bill Pay must be received in writing by the 20th day of the month prior to the scheduled bill date. For instance, if you want to use Automated Bill Pay on an account which is due February 1 to have your account set up in time, we would need to have received your completed application form by December 20.

RETURN COMPLETED FORMS TO:

Village of Deerfield
850 Waukegan Road
Deerfield, IL 60015