

Discover the Convenience of Automatic Bill Payment

Water/Sewer Services
Automatic Billing Program
Finance Department
(847) 357-4061

Discover the convenience of the Village's automatic bill payment program for your water and sewer services.

By participating in the program, the Village will automatically deduct payment of your water and sewer bill from your checking or savings account. Note just some of the advantages of automatic bill payment

- **Saves money and time.** You can save on checking fees, postage expenses, and time accounting for checks.
- **No charge.** The Village offers the program free to all its water and sewer customers.
- **Continue to earn interest.** You can continue to earn interest on bank funds because the Village will not debit your account until the due date of the bill.
- **Voluntary.** Although you are strongly encouraged to participate in the program, participation remains voluntary. You may discontinue your participation at any time.

HOW DO I ENROLL?

The Village's automatic payment program contains three easy steps:

1. Complete the authorization form.
2. Attach a voided check from the account to be debited to the authorization form.
3. Return the authorization form and voided check to: **Village of Elk Grove, Automatic Bill Payment, 901 Wellington Avenue, Elk Grove Village, IL 60007.**

You are encouraged to contact your financial institution prior to signing the authorization form to ensure your institution participates in automatic payment programs.

WHEN WILL THE AUTOMATIC DEDUCTION BEGIN?

It takes approximately two billing cycles before the automatic deduction will occur. In the meantime, you are asked to continue to pay by check until your bill indicates it is no longer necessary to pay by check.

WHEN DO MY FUNDS NEED TO BE IN MY CHECKING ACCOUNT?

You will continue to receive bi-monthly bills indicating your consumption, amount owed, and due date. Accounts are not automatically deducted until the due date appearing on your bill, therefore providing sufficient time to deposit funds covering the water and sewer bill. Financial institutions list automatic payment on monthly account statements.

BILLING QUESTIONS?

If you have a question regarding your billing amount contact the Village's Utility Billing division at 357-4061.

Village of Elk Grove
Automatic Bill Payment Authorization Form

Complete this form, attach a voided check from the account you want to debit, and return to Village of Elk Grove, Automatic Bill Payment, 901 Wellington Avenue, Elk Grove Village, Illinois 60007.

I authorize the Village of Elk Grove to instruct my financial institution to make my water and sewer payments on the dates due from the account identified below. This authority remains in effect until the Village of Elk Grove or financial institution has received written notification from me of termination in sufficient time to allow reasonable opportunity to act on it, or until the Village of Elk Grove has sent me written notice of termination of this agreement. I understand that I must contact the Village five (5) working days prior to the due date appearing on the bill if I dispute the amount due.

Name Daytime Phone Number

Address Water/Sewer Account Number

Financial Institution Name Financial Institution Phone Number

Account Number Checking Savings
(Select One)

Date Signature