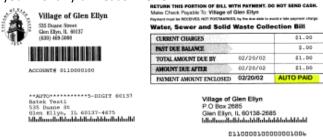


AUTO-PAY APPLICATION

Enjoy the convenience of having your payment automatically deducted from your bank account on your due date with Glen Ellyn's FREE payment service. With the Village's Free and Secure Auto-Pay program you will receive a monthly statement 20 days before your payment is deducted.

Please	complete form and submit with a voided check.	
Village Services Account:	Customer Name:	_
		_
	Cell Phone Number:	_
Email Address:		_
Checking Savings_		
Bank Routing Number (ABA) 9	digits:	
	dge that I have read the Program Guidelines and Rules.	
Signature:	Date:	_
PROGRAM GUIDELINES AND RULES		_
	g period (one month) for your account to be converted to auto-pay. You will know you have your monthly bill reads "AUTO PAID".	



When you see "AUTO PAID" appear on your bill, do not send payment on your account. The amount due on your bill will automatically be deducted from your bank account on the due date shown on your bill. While on the auto-pay program, you will continue to receive your regular monthly Village Service's bill, which contains detailed information about your account.

Availability of Funds

As with checks returned for any reason, there is a returned payment charge on all returned automatic payments. Two returned items will result in removal from the auto-pay program. A 12 month good payment history is required to sign up for the auto-pay program if removed.

Changes in Bank Information, Termination of Participation

You are also responsible for informing the Village in writing no less than 14 days prior to your next scheduled billing date of any changes in your designated bank account (closed account, new account, etc.) or if you would like to discontinue your participation in the auto-pay program. If you wish to discontinue participation in the Auto-Pay program, a service deposit will be required. Returned auto-pay payments will subject your account to penalties and, if uncollected, will subject your water service to termination as prescribed in the Village Code.

Billing Questions / Disputes

You must notify the Village by calling 630-547-5220/5221 within 10 days of receiving your bill if you are questioning the amount due. Should a correction be warranted, we will be able to adjust the amount of your payment before the regular bill due date and

automatic withdrawal from your bank account.						
For Office Use	New Auto-pay:	Change of Auto-pay:	Effective Date:			