



VILLAGE OF SCHAUMBURG

AUTO DRAFT Authorization Form for Water Billing Payment Plan

I hereby authorize the Village of Schaumburg and the banking institution listed below to pay my water bill on the scheduled due date of the bill. Each payment will be the same as if it were personally signed and authorized by me. This authority will remain in effect until revoked by me in writing, a minimum of 10 days prior to the scheduled water bill payment due date. The Village reserves the right to terminate this payment plan or my participation.

I understand that it will take the Village approximately 30 days, upon receipt of the following information, to set up the auto draft program with my banking institution. I will need to:

1. Complete this authorization form
2. Attach a voided check or savings deposit slip bearing the account number

Mail or bring completed form to:

Village of Schaumburg
101 Schaumburg Court
Schaumburg, IL 60193

I am responsible for paying my water bill to the Village of Schaumburg until my bill indicates that my auto draft payment program is established. When the payment begins to auto draft from my account, my bill will specify **“No Payment Required, AUTO PAID.”** I will continue to receive regular monthly water bills, via email or mail, as requested.

Name of Banking Institution	Type of Account <input type="checkbox"/> Checking <input type="checkbox"/> Savings
Bank Routing Number	Account Number to Debit
Name of Authorizing Party	Customer Name on Water Bill Account
Water Account Number	Daytime Phone Number (required)
Service Address	

I understand and agree to the terms of this letter and authorization form.

Signature of Authorizing Party	Date
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VILLAGE OF SCHAUMBURG

Auto Draft Water Billing Payment Information

The Village of Schaumburg is pleased to offer water customers the ability to pay water bills automatically. Avoid late payments and penalties by having your payment withdrawn directly from your bank every month. Complete the authorization form and attach a voided check or savings deposit slip with your completed form. Bring or mail the form to the Village of Schaumburg, 101 Schaumburg Court, Schaumburg IL 60193.

Initial Set-Up

Once your completed authorization form is received, a pre-notification process is conducted by the Village to confirm the information you provided. Until your auto draft plan has been established, you will continue to receive a bill that must be paid via traditional means. No amount will be deducted from your checking/savings account during this initial set-up.

Confirmation Process

Once the auto draft plan has been established, your water bill will include the statement “**No Payment Required, AUTO PAID.**” Your checking/savings account will be debited on the due date of the bill. When you receive your water bill, please review it. If you have questions or need to discuss your bill with a customer service representative, please call 847.923.4520 no less than 10 business days before the due date to resolve any discrepancies before the scheduled auto draft.

Availability of Funds

If we are unable, for any reason (e.g. insufficient funds, account closed, etc.) to auto draft from the bank account at your authorized banking institution, you will be assessed a \$35 fee in addition to any late water bill penalties that may apply. Your auto draft service will also be terminated for this banking account.

Termination

Your auto draft will remain in effect unless we receive written notice from you 10 business days prior to the next scheduled billing date or until you move. A separate authorization auto draft form must be completed for each water service address (water account number). If you move to a new Schaumburg address, a new authorization form must be submitted to re-establish the auto draft plan.

Change of Bank or Bank Account Numbers

Please notify the Village of Schaumburg if you change your bank and/or your bank account number. Failure to do so will result in an insufficient fund charge of \$35.00 plus any late water bill penalties that may apply.

Questions

If you have any questions concerning this program, contact the Water Billing Dept. at 847. 923.4520.