



VILLAGE OF SCHAUMBURG
PROGRESS THROUGH THOUGHTFUL PLANNING

AUTOMATIC PAYMENT - WATER BILLING INFORMATION
 Authorization Form

I hereby authorize the Village of Schaumburg and the banking institution listed below to pay the 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 authorization or my participation. I understand that it may take approximately 60 days, upon receipt of the following information, for the automatic payment to reflect on my water bill.

1. Complete this authorization form online, or
2. 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 automatic payment program is established. When the payment begins to reflect on 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 <div style="text-align: right; margin-right: 20px;"> Checking Savings </div>
Bank Routing Number	Account Number to Debit
Customer Name on Water Bill Account	Water Bill Account Number
Daytime Phone No. (required)	Email Address
Schaumburg Water Service Address	

**I am authorized to transact on the bank account and water account provided.
 I understand and agree to the terms of this letter and authorization form.**

Signature of Authorizing Party: _____

Date: _____

***** **BELOW FOR OFFICE USE ONLY** *****

Completion Date: _____

Completed By: _____

Update CID: _____



Automatic Payment - Water Billing 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 Avoid late payments and penalties by having your payment withdrawn directly from your bank every month. The preferred method to sign up is to complete the authorization form online. You may also bring or mail the form to the Village of Schaumburg, 101 Schaumburg Court, Schaumburg IL 60193.

Initial Process

Once your completed authorization form is received, a pre-notification process is conducted by the Village to confirm the information you provided is correct. Until your auto draft payment 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 process.

Confirmation Process

Once the auto draft plan has been approved, your water bill will include the statement **“No Payment Required, AUTO PAID”**. Your checking or 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 payment.

Availability of Funds and Incorrect Information

If we are unable to obtain payment from your bank account due to insufficient funds, account closed, incorrect information provided or other reason at the stated banking institution, you will be assessed a \$35 fee in addition to any late penalty charges 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 we receive notification that you have moved. A separate authorization auto draft form must be completed for each water service address. Do not forget to reapply for the auto draft plan if you move to a new Schaumburg address.

Change of Bank or Bank Account Numbers

Notify the Village of Schaumburg if you change your bank and/or your bank account number has changed. Failure to do so could result in late payments and late fee penalties on your water bill plus an assessment of a \$35 fee for returned payment.

Questions

If you have any questions concerning this program, contact the Water Billing Division at (847) 923 - 4520.