

# For Your Convenience: Village Offers Automatic Bill Payment for Water and Sewer Customers



The Village of Bartlett offers an Automatic Bill Payment Service for water and sewer customers. You can have your monthly water and sewer bill payment automatically deducted from your checking or savings account.

### From what types of accounts can payment be made?

You can specify your checking or savings account at any bank, savings and loan, or credit union that offers automatic payment. Most financial institutions do, but you may wish to call yours to confirm.

### How do I know the amount of my bill and the payment date?

You will continue to receive your monthly bill showing your water consumption and the date and amount of your payment. The payment will appear on your bank account statement.

### How will I know my bill will be paid automatically?

"Auto Pay" will be printed above amount due if the account is set up for automatic payment.

the charge amount. Any discrepancies will be corrected on the next billing cycle.

### What if I do not have sufficient funds on the payment date?

It would be just the same as if you had written a check without sufficient funds and the bill will not be paid. A \$10 fee will be assessed in addition to late payment penalties. In addition, you will be subject to the Village's standard collection policy for non-payment of water and sewer bills.

**Participating is easy!** Simply fill out the authorization form below and return it to the Village with a voided check. Please allow two billing cycles for the automatic deduction to begin.

The Automatic Bill Payment Service is a free service offered by the Village of Bartlett. However, some financial institutions may charge their customers a fee for automatic payments. Call your institution to inquire.

## Village of Bartlett Automatic Bill Payment Service Authorization Form

Complete this form, attach a voided check from the account you want to be charged, and return to:

**Village of Bartlett, Automatic Bill Payment Service, 228 S. Main Street, Bartlett, IL 60103**

*I authorize the Village of Bartlett to instruct my financial institution to make my water and sewer service payments on the dates due from the account identified below. This authority remains in effect until the Village of Bartlett 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 Bartlett has sent me written notice of termination of this agreement.*

### **Customer Information**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Service Address \_\_\_\_\_ Bartlett, IL 60103

Signature \_\_\_\_\_ Date \_\_\_\_\_

Water/sewer account number (from bill) \_\_\_\_\_

I want my bill emailed to me Email Address \_\_\_\_\_

### **REQUIRED FINANCIAL INSTITUTION INFORMATION**

Name of institution \_\_\_\_\_ Phone number \_\_\_\_\_

Account number (please enclose a voided check) \_\_\_\_\_