



## Automatic Utility Pay Agreement

### INTRODUCING A FREE AND CONVENIENT PAYMENT OPTION FOR YOUR WATER BILL

Your Village of Lake Bluff Water & Sewer Bill amount will be automatically deducted from your approved bank account and paid to the Village so you'll never miss a payment, even when you're out of town. This program will save you time, check writing and postage costs, and minimize the chance of lost or late payments. Each transaction will appear on your monthly bank statement and you will continue to receive your regular copy of the Village of Lake Bluff Water & Sewer Bill .

Here's how you enroll:

1. Complete the Authorization Agreement below.
2. **Attach a voided check to the Agreement below** for the account that is to be debited.
3. Return the signed Agreement and voided check to the :  
Village of Lake Bluff, 40 E Center Ave (ok to leave in dropbox)

#### Frequently Asked Questions

##### **What authority does the Village of Lake Bluff have to take a payment from my account?**

The authorization you provide will be governed by the terms of the Agreement you sign below.

##### **When does money need to be in my bank account to pay my water/sewer bill?**

Your bank account must hold the full amount of the payment, in available funds, on the billing due date as specified in the Agreement. If there are insufficient funds in your account on the payment date, your bank will return the pre-authorized debit and you may be penalized by both the bank and Village, just as if you had a check returned for non-sufficient funds.

##### **What record will I have of a pre-authorized withdrawal from my bank account?**

Your monthly bank statement will show all transfers from your bank account. It will state the amount and when the payment was made to the Village of Lake Bluff.

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### AUTHORIZATION AGREEMENT FOR AUTOMATIC UTILITY PAY

*I HEREBY AUTHORIZE the Village of Lake Bluff and the Financial Institution designated to begin automatic deductions for my water and sewer bills. I understand the automatic withdrawal of the billing amount will be made on each bill's due date.*

**Please attach a voided check. Please allow up to six weeks for your application to be processed.**

Name (please print): \_\_\_\_\_

Village of Lake Bluff Acct #: \_\_\_\_\_

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Address

City , State

Zip

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**Village of Lake Bluff | 40 East Center Avenue | Lake Bluff, IL 60044**

**P: (847) 234-0774 | F: (847) 234-7254**

[lakebluff.org](http://lakebluff.org)

Primary Phone: \_\_\_\_\_  Home  Cell  Work

Email 1: \_\_\_\_\_

Secondary Phone: \_\_\_\_\_  Home  Cell  Work

Effective Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_

Financial Institution: \_\_\_\_\_

Bank Account Number: \_\_\_\_\_

Select One:  Checking /  Savings

Select One:  New Enrollment /  Change /  Cancellation

*This authority is to remain in effect until the Village of Lake Bluff or the Financial Institution has received written notification from me of termination in time to allow both the Village and Financial Institution reasonable opportunity to act on it or until the Village or Financial Institution has sent me written notice of termination of this agreement. The Village of Lake Bluff requires 6 weeks advance notice in writing to terminate this agreement.*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_