

**VILLAGE OF NORTH AURORA  
DIRECT DEBIT PROGRAM APPLICATION/CHANGE OF INFORMATION**

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**New**       **Bank Change**       **Account Change**       **Cancel Direct Debit**

Please complete this form to apply for direct debit of you water bill with the Village of North Aurora. Application is subject to review by the Finance Department. Please read all information prior to signing.

I hereby authorize the Village of North Aurora and the financial institution designated to initiate electronic transactions to the account indicated below. I understand deductions of the billing amount will be made on the due date of the bill. This agreement will remain in full effect until the Village of North Aurora and the financial institution have received written notification from me of termination of this program.

Name on Account: \_\_\_\_\_ Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Water Bill Acct #: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_  
(2<sup>nd</sup> Signature if Needed)

**Financial Institution Information**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Institution Phone #: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Routing # \_\_\_\_\_

Account # \_\_\_\_\_

**\*\*\*Please Attach a  
Voided Check to this  
Application\*\*\***

By signing this form, I (we) hereby authorize the Village of North Aurora to initiate debit entries to my (our) account. I (we) authorize the named financial institution to withdraw monies for deposit into the Village of North Aurora account. I understand that these debits are for payment of my water account. I also understand that prior to start up of this service, the Village of North Aurora will pre-note my account for verification. (A "pre-note" is a zero dollar transaction that verifies the bank and account information prior to actual money transactions). Once all verifications have been completed your direct debit service will begin. Your bill will indicate **\*\*Bank Pmt\*\*** on the return stub if your account has been successfully set up for direct debit. For additional information or questions, please contact the Village of North Aurora at (630) 897-8228 x223.

If you change banks or accounts, a new application must be completed and sent. Your direct debit service may need to be temporarily put on hold for one billing prior to resumption of service. Debits returned for any reason are subject to the same fines as returned checks. You will be notified by mail of any problems prior to being dropped from the program.

This authority is to remain in full force and effect until such time that the Village of North Aurora is notified to terminate this service. Any termination is effective only after written notice has been given to the Village of North Aurora. I (we) have the right to stop payment of debit to my account by notification to the financial institution. By doing this without notification to the Village of North Aurora, I (we) realize that my account will be subject to late penalties and shut-off notifications. The Village of North Aurora retains the authority to cancel this service for any account for any reason. Written notification will be given to applicant stating when and why they are being dropped from the program.

**OFFICE USE ONLY**  
 Approved – Send Pre-Note     Pre-Note Approved – Start Debit     Denied – Send Termination  
Other: \_\_\_\_\_