



DIRECT DEBIT PROGRAM APPLICATION FOR WATER BILL

New Bank Change Account Change Cancel Direct Debit

Please complete this form to apply for direct debit of your water bill with the Village of North Aurora. This 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 water bill. This agreement will remain in full effect until the Village of North Aurora and the financial institution have received written notification from me regarding termination of this program.

Service Address: _____ **Water Bill Account #:** _____

Name: _____ **Phone #:** _____

Signature: _____

Financial Institution Information:

Name of Institution: _____ **Phone #:** _____

Direct Debit Information: ***If choosing a checking account, a voided check must be attached***

Routing #: _____

Account #: _____

By signing this form, I hereby authorize the Village of North Aurora to initiate debit entries to my account. I 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 balance. 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 service will begin. Your bill will indicate "auto debit" on your payment coupon if your account has been successfully set-up for direct debit.

If you change banks, or accounts, a new application must be completed. Your direct debit service might need to be temporarily suspended 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 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 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 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 the applicant stating when and why the account is being terminated from the program.

****OFFICE USE ONLY****

Approved: _____ **Date of Approval:** _____ **Entered By:** _____