# Direct Debit Program Application

☐ NEW ☐ BANK CHANGE ☐ ACCOUNT CHANGE ONLY ☐ SERVICE TERMINATED – NOTIFICATION ATTACHED

Please complete this form to apply for direct debit on your water & sewer account with the Village of La Grange Park. Application is subject to review by the Finance Department. **Please carefully read all information on the reverse side of this form prior to signing.**

This agreement will remain in full effect until the Village of La Grange Park and the financial institution have received written notification from me of termination.

Name _____

Address _____

Phone # _____

Account # _____

Do you wish e-mail notification for your direct debit?
☐ yes ☐ no

E-mail Address _____

Signature _____

I hereby authorize the Village of La Grange Park and the financial institution designated to initiate electronic transactions to the account indicated below. I understand deductions of the billing amount will be made each time my bill is due and I will no longer have a bill mailed to me.

_____
Financial Institution

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Routing # - please verify with financial institution

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Account #

☐ checking account ☐ savings account
debits from checking accounts require a voided check

OFFICE USE ONLY

☐ approved – send pre-note ☐ pre-note approved – start debit
☐ denied – send notification ☐ other

Reason for termination _____

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By signing this form I (we) hereby authorize the Village of La Grange Park to initiate debit entries to my (our) indicated account. I (we) authorize the named financial institution to withdraw monies for deposit into the Village of La Grange Park account.

I understand that these debits are for payment of my water & sewer account. I also understand that prior to start up of this service the Village of La Grange Park 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 we will begin your direct debit service.

Please allow at least 30 days for your direct debit service to begin.

For additional information regarding this program please contact the Village of La Grange Park at (708) 354-0225.

If you change banks or accounts a new application must be completed and sent. You may need to be dropped from the program 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 a time that the Village of La Grange Park is notified to terminate this service. Any termination is effective only after written notice has been given to the Village of La Grange Park. I (we) have the right to stop payment of a debit to my account by notification to the financial institution. By doing this without notification to the Village of La Grange Park I (we) realize that my account will be subject to late-penalties and shut-off notifications.

The Village of La Grange Park 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.

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Please Mail to, or drop off to, the La Grange Park Village Hall, 447 N. Catherine Avenue.