



Auto-Pay Application Form

What is Auto-Pay?

Auto-Pay is our bill payment service that makes it more convenient for you to pay your monthly water, sewer, garbage and recycling payments to the Village of Grayslake. With today's hectic lifestyle Auto-Pay eases the burden of getting your monthly payments to us. No more checks, stamps or late payments to worry about. Auto-Pay takes care of it for you.

Customer Name: _____

Customer Address: _____

Customer Email Address: _____ **Phone: (**REQUIRED**)** _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

Water Bill Account Number: _____

**** A VOIDED CHECK IS NEEDED IN ORDER TO PROCESS THIS APPLICATION ****

Authorized Signature: _____

I agree to the terms stated below.

Agreement and Disclosure Statement:

1. Record of Payment

You will continue to receive a water bill indicating the amount to be debited to your bank account. The upper right corner of the bill will state "Auto Pay". Your monthly bank statement will indicate the amount and date of your automatic transfer. Retain this record as proof of payment. If a question arises regarding your transfer or if the amount differs from your bill, you must notify us and your financial institution within sixty days.

2. Payment Date

The predetermined amount will be transferred from your checking/savings account on the 25th of each month. If the 25th falls on a weekend or holiday, your account will be debited on the next business day. You are responsible for having enough money in the account you designated on your payment date. You are responsible for any fees associated with non-sufficient funds. Auto-Pay may be cancelled if two (2) payments are returned within a twelve (12) month period.

3. Stop Payment

Stop payments can be issued thirty (30) days prior to your payment date. As with checks, you are responsible for any charges associated with the stop payment.

4. Termination

Automatic debit service will remain in effect unless we receive written notice from you thirty (30) days prior to the cancellation date or until your water service is terminated with the Village of Grayslake. Payments for final water bills cannot automatically be debited from your account. If your water service is terminated, Auto Pay will be discontinued after the final bill is debited.

5. Account/Address Change

Notify the Village of any account or address changes as soon as possible.

Return this application with your voided check to: Village of Grayslake, 10 S. Seymour Ave., Grayslake, IL 60030