



BARRINGTON
Be Inspired

**UTILITY BILLING DIRECT PAYMENTS (ACH DEBITS)
AUTHORIZATION AGREEMENT**

I hereby authorize the Village of Barrington, hereinafter called "VILLAGE", to debit entries to my account indicated below and the financial institution named below, hereinafter called "FINANCIAL INSTITUTION", to debit the same to such account.

(Financial Institution Name)

Type of Account: Checking Savings
(INVESTMENT/ MONEY MARKET ACCOUNTS CANNOT BE ACCEPTED)

This authorization is to remain in full force and effect until VILLAGE has received written notification from me of its termination in such time and manner as to afford VILLAGE and FINANCIAL INSTITUTION a reasonable opportunity to act on it.

(Printed Name)

(Signature)

(Street Address)

(Date)

(Water Billing Account Number)

(Phone Number)

(E-mail Address)

A VOIDED CHECK MUST BE ATTACHED TO THIS FORM:

(ATTACH VOIDED CHECK HERE~DEPOSIT SLIPS NOT ACCEPTED)

You will receive a monthly bill. AUTO PAY will be printed in the Amount Enclosed box on the payment coupon. Your account will be debited on the due date indicated on the bill.

UTILITY BILLING DIRECT DEBIT PAYMENT PROGRAM

Enrollment

The completed enrollment form must be received prior to the 15th day of the desired billing month. A voided check must be attached to the enrollment form. Deposit slips will not be accepted. Investment and money market accounts are not eligible for this program.

Please notify the Village of Barrington of any bank account or address changes.

Billing

You will continue to receive a monthly bill. You should continue to pay your bill until you see the phrase AUTO PAY in the Amount Enclosed box on the payment coupon of your utility bill.

Payment Date

The total amount due will be debited from your bank account on the due date indicated on the payment coupon portion of your bill.

Availability of Funds

You are responsible for having enough funds in your designated account on the due date. As with returned checks, a service fee is charged on all returned automatic payments.

Termination

Your "AUTO PAY" service will remain in effect unless we receive WRITTEN notice from you prior to the 15th of the month.

Record of Payment

Your monthly bank statement will indicate the amount and date of your automatic debit. Retain this record of your payment for future reference. If a question arises regarding your payment or if the amount differs from your bill, you must notify the Village of Barrington Utility Billing Department and your financial institution within thirty days of the date of the questioned statement. Your financial institution will advise you of your rights concerning an error.

If you have any questions concerning this program, please contact the Utility Billing Department at (847) 304-3430.