

# Automatic Payments.....Made EASY!!!!

*Automatic Payment* is an easy and convenient way to make your Long Grove Utility payments. By signing up for *Automatic Payment*, you will:

- *free yourself of monthly check writing*
- *stop worrying about checks being lost or delayed in the mail, have a record of payments on your bank statement*
- *save postage and cost of checks*
- *make payments even when you're on vacation or out of town*
- *avoid service fees with on time payments*

.... To enroll in our automatic payment program, just fill out the information below and return along with your next utility payment.

***YES***, please put my Long Grove Utility payment on "*Automatic Payments*"

Name \_\_\_\_\_

Bank Name \_\_\_\_\_

Bank Routing Number \_\_\_\_\_

Bank Account # \_\_\_\_\_ Please circle: Checking Savings

**PLEASE ATTACH VOIDED CHECK FROM ACCOUNT TO BE DEBITED FOR YOUR AUTOMATIC PAYMENT.**

I (we) authorize the **City of Long Grove** to initiate debit entries for the amount of my utility bill to my (our) checking/savings account at the financial institution listed above, and, if necessary, initiate adjustments for any transactions debited/credited in error. I (we) understand the funds will be withdrawn on the 10<sup>th</sup>, 15<sup>th</sup> or 20<sup>th</sup> (**circle one**) day of each month and that it is my responsibility to ensure sufficient funds are in my account at that time.

I (we) understand that I will receive my monthly billing statement and they will withdraw the new amount on the effective date circled above. I may choose to receive an email notification of the withdrawal by adding my email address to this enrollment authorization.

Email address \_\_\_\_\_.

This authority will remain in effect until I (we) instruct the City of Long Grove to cancel or change it. Future authorizations must be in writing and must be received by the City of Long Grove 15 days prior to the 1st day of the effective month. I (we) also understand that if my payment is returned for "Not Sufficient Funds," the City of Long Grove can charge me additional return check fees. I (we) acknowledge the origination of ACH transactions to my account must comply with the provisions of U.S. law.

Signature \_\_\_\_\_

Joint Account Signature \_\_\_\_\_

Date \_\_\_\_\_