

## AUTOMATIC WITHDRAWAL FOR WATER AND SEWER PAYMENT

You can now have your monthly water and sewer bill payment automatically deducted from your checking account.

The Automatic Bill Payment Service is a free service offered by the Village of Deer Creek.

Automatic Bill Payment offers...

- ✓ Convenient payment method    ✓ Simple and easy sign-up    ✓ Assurance of timely payments

### Common Questions and Concerns:

#### **How do I know the amount of my bill and the payment date?**

You will continue to receive your monthly bill showing your water consumption and the amount due. The payment will be deducted from your account on the 27<sup>th</sup> of each month.

#### **From what types of accounts can payments be made?**

You can specify your checking or savings account on the authorization form below.

#### **What if I disagree with a bill?**

Call the Village at least 5 business days before the due date on your bill. After this time, the Village cannot adjust the deducted amount.

#### **What if I do not have sufficient funds on the payment date?**

The Village of Deer Creek charges a \$25 fee for NSF's. Auto-pay may be cancelled if two payments are returned within a 12-month period.

#### **How do I terminate my automatic payment?**

Automatic debit service will remain in effect unless the Village of Deer Creek receives written notice from you 30 days prior to the desired cancellation date or until your service is terminated by the Village of Deer Creek.

#### **Participation is easy!**

Simply fill out the authorization form below and return it with a voided check or deposit slip to the Deer Creek Village Hall.

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### Automatic Bill Payment Service Authorization Form

Complete this form and return to the address listed below. This form can be brought into the Village office or dropped into the water payment box located in front of the Village Hall.

Deer Creek Village Hall  
101 E. First Street  
Deer Creek, IL. 61733

I authorize the Village of Deer Creek to instruct my financial institution to make my water and sewer service payments on the dates due from the account identified below. This authority remains in effect until the Village of Deer Creek has received written notification from me of termination in sufficient time as indicated above or the Village of Deer Creek has sent me written notice of termination of this agreement.

#### Customer Information

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Service Address: \_\_\_\_\_ Email: \_\_\_\_\_

Water and sewer bill account number: \_\_\_\_\_

#### REQUIRED FINANCIAL INSTITUTION INFORMATION

Name of institution: \_\_\_\_\_  Checking account  Savings account

Routing number: \_\_\_\_\_ Account number: \_\_\_\_\_

**A voided check or deposit slip must be attached to process this application.**

**Want to go paperless? You can now have your water bill emailed to you every month. If you are interested, check the box below.**

Check this box to sign up for e-billing

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Questions? Please call the Village of Deer Creek at (309)447-6749