

## Direct Debit Program Terms & Conditions

1. This agreement will remain in effect until you notify the Village of Round Lake in person **in writing** to cancel your participation in the Direct Debit Program (Village of Round Lake, 442 N. Cedar Lake Road, Round Lake, IL 60073). The Village is allowed a 30 day period from the date the notice is received to remove a participant from the program.
2. Requests to participate in the Direct Debit Program **will not** be honored without a signature.
3. Payment can be made from a checking or savings account from most banks in the United States.
4. The words “Direct Debit” will appear on your water/sewer/garbage bill to notify you that payment is set-up for Direct Debit. Additionally, a message will be printed on your bank statement indicating the date and dollar amount of the transaction.
5. If there are insufficient funds (NSF) in your account on the specified payment date, the Village of Round Lake reserves the right to take payment in whole or in part when funds become available. In addition, both a fee of \$30.00 plus the amount of the utility bill will have to be paid in cash at the Village Hall.

## Village of Round Lake Direct Debit Program

The Direct Debit Program is a convenient, FREE and totally optional service, which makes your life easier by automatically paying your water/sewer/garbage bill from your checking or savings account. Every month, on the 20<sup>th</sup> day of the month that your water/sewer/garbage bill is due, your payment will be transferred from your checking or savings account to pay your water/sewer bill.

The Village will continue to send you a water/sewer/garbage bill and proof of payment will also appear on your checking or savings account statement.

Every month, when the water/sewer/garbage bill is issued, a message will appear on your bill identifying that payment is through the Direct Debit Program. Your payment will be made no earlier than the exact due date.

**DIRECT DEBIT APPLICATION**

\_\_\_\_\_  
Water/Sewer Bill Account Number (12 digits)

\_\_\_\_\_  
Name on bill (Please Print)

\_\_\_\_\_  
Service Address

\_\_\_\_\_  
Phone Number

Please pay from my: (check one)

Checking Account  Savings Account

\_\_\_\_\_  
Routing Transit Number

\_\_\_\_\_  
Account Number

\_\_\_\_\_  
Name of Financial Institution

If you have a savings account, credit union or money market account, request your Routing Transit Number (RTN) and account number from the bank.

The Direct Debit will be automatically deducted from the financial institution no earlier than the 20<sup>th</sup> day of the month.

Requests to participate in the Direct Debit Program will not be honored without a signature.

By signing below, you authorize the Village of Round Lake to initiate Direct Debit automatic payments from your designated checking or savings account to make payments to your water/sewer/garbage bill.

Your signature also indicates your agreement to the terms and conditions of the Direct Debit Program.

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Return this form with a voided check (if using a checking account for payment) to:

Direct Debit  
Village of Round Lake  
Village Hall  
442 N. Cedar Lake Road  
Round Lake, IL 60073

**If changes need to be made to your existing Direct Debit service,** simply call the Village Hall at 847-546-5400 between the hours of 8:30 a.m.- 5:00 p.m. Monday – Friday.