



# Direct Debit Program

The Village of Villa Park announces the Direct Debit Program for our utility billing customers.

Village of Villa Park  
20 S. Ardmore Ave.  
Villa Park, IL 60181  
630-834-8500

This program utilizes electronic funds transfer to provide you with a timely, accurate, and convenient method to pay for utility services.

With Automated Payment, you can eliminate the hassle of mail delays and late payments. Direct Debit offers you:

- Assurance of Timely Payments
- Convenient Payment Method
- Simple and Easy Sign-Up

- Customers choosing the Direct Debit Program ensure their payment has been received
- Your payments are made directly from your account, eliminating time-consuming mail delays
- Direct Debit plan gives you the reliability and safety advantages of knowing your payments are made, even if you are out of town.

**Instructions:** Complete the form below and attach an unsigned and voided check from this account to assist in verifying data.

Automatic payment of the billing amount by transfer of funds from my/our designated account will be made on the bill's due date. My/our bank account and utility bill statements will reflect the amount and date of the transfer.

If there are insufficient funds in my/our account to cover the full amount due on the transfer date, I/we may be subject to the maximum fees allowed by State Statute.

The Village of Villa Park will not be held liable or responsible for the payment of any overdraft charges or other bank fees as a result of an attempted transfer from an account containing insufficient funds or for any fees as a result of any error in the amount of deduction made from my/our designated account. I/we agree to be solely liable and responsible for any such fees.

Only one attempt will be made to effectuate a transfer of funds from my/our account for the purposes of determining whether sufficient funds exist to make an automatic payment.

I/we remain liable and responsible for payment of any bill for utilities provided by the Village of Villa Park which remains unpaid as a result of an unsuccessful attempted transfer from my/our account containing insufficient funds.

I/we understand this authorization will remain in effect until the Village of Villa park has received written notification from me/us of termination with reasonable opportunity to act upon it, or until the Village of Villa park or the financial institution has sent me notification of termination of this agreement.

I/we further understand that I/we do not have the right to continued participation in the automatic utility payment program in the event the Village of Villa Park in unable to collect from my/our account due to insufficient funds on two separate occasions.

CUSTOMER NAME	(      ) DAYTIME PHONE #	(      ) OTHER PHONE #
SERVICE ADDRESS	UTILITY ACCT #	E-MAIL ADDRESS
MAILING ADDRESS	CITY                      STATE	ZIP
INSTITUTION NAME	INSTITUTION ADDRESS	CITY, STATE ZIP
INSTITUTION ACCT #	INSTITUTION ROUTING #	(      ) INSTITUTION PHONE #
	SIGNATURE	DATE

\*\*\* A VOIDED CHECK MUST BE ATTACHED TO THIS FORM \*\*\*\*

