

**SAVE TIME. SAVE MONEY. SAVE TIME. SAVE MONEY.**

**SIGN UP FOR THE VILLAGE OF PLAINFIELD'S DIRECT PAYMENT PROGRAM TODAY!**

**What Is The Direct Payment Program?**

Direct payment allows Village residents to automatically pay their monthly water/sewer/garbage bill directly from their bank account. It saves time and money by eliminating the need to write and mail checks. It also eliminates the chance of late penalties! This optional service is provided free of charge.

**What Are The Program Terms?**

-Automatic payment of the amount billed by transfer of funds from the designated account will be made each month on the bill's due date.

-If there are insufficient funds in the account, to cover the full amount due on the transfer date, charges by both the bank and the Village will apply, just as if a check had been returned for insufficient funds. The Village of Plainfield 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 of funds. If the transfer is unsuccessful, the Village will add the appropriate late charges to the water/sewer/garbage account. Two unsuccessful transfers will be cause to terminate a resident's participation in the Direct Payment Program.

-The authorization agreement below will remain in effect until the Village receives written notification from the account holder/resident of termination of the agreement. Notice of termination must be received in enough time to allow the Village reasonable opportunity to act on it.

**How Do I Apply For The Program?**

Complete the authorization form below and return it with a voided check via mail to the Village of Plainfield, 24401 W. Lockport Street, Plainfield, IL 60544 or fax: (815) 436-1950. Please retain a copy for your records. When the application process is complete, "AUTOPAY" will appear on your bill and payment will be automatically debited from your account. For additional information, please contact the Village Water Billing Department at (815) 609-6105.

**DIRECT PAYMENT AUTHORIZATION FORM**

I (we) have read and understand the Direct Payment Program information above and I (we) hereby authorize the Village of Plainfield and the financial institution designated, to deduct directly from my (our) account, the amounts necessary to make automatic payments for water/sewer/garbage services provided by the Village of Plainfield.

**PLEASE PRINT.**

*Financial Institution Name	Address		
*Routing Number	*Account Number	Checking	Savings
		Circle One	
*Resident's Name	*Water/Sewer Account Number		
*Service Address	*Home Phone Number		
*Signature	*Date		

\*Required fields

**A COPY OF A VOIDED CHECK MUST ACCOMPANY THIS AUTHORIZATION FORM.**

Village of Plainfield · 24401 W. Lockport Street · Plainfield, IL · 60544  
Phone: (815) 436-7093 · Fax: (815) 436-1950 · www.plainfield-il.org