

The Village of Addison is now offering Direct Debiting to the account of your choice.

## SAVE Time

Your payment is electronically withdrawn from your savings or checking account on the due date.

## SAVE \$

## Money

No more late fees because the bill is misplaced or lost in the mail.

## SAVE Postage

No need to find a stamp and wonder if the payment will make it on time.

## Frequently Asked Questions:

**Q: Can I have my utility bill paid out of any kind of account?**

A: You can have your bill paid from a checking, savings, NOW, or money market account at your participating bank, financial institution, or credit union. Most financial institutions offer this service.

**Q: How will I keep track of my payments?**

A: You will still receive a bill each month that details your charges, but the bill will state **AMOUNT AUTO PAID**. Your bank will also show the withdrawal on your monthly statement.

**Q: Who do I contact if I have a question about my withdrawal?**

A: Questions concerning electronic withdrawals, like any other withdrawal, should be directed to your bank.

**Q: Who do I contact if I have a question about my bill?**

A: Questions concerning your bill should be directed to the **Utility Billing Department at (630) 693-7570** no less than three business days prior to the bill's due date.

**Q: Once I sign up, can I change banks or accounts?**

A: Yes, you can make a change by submitting a new authorization form one week before your next billing is mailed. Bills are processed on the 18th of each month. Any changes should be received by the 10th of the month in which you are billed.

To Sign Up for the program, simply fill out the form on the second page, following the instructions below:

PRINT your name on the authorization form exactly as your bank record shows. Complete the rest of the authorization form.

Sign and date the form, attach a savings deposit slip or a voided check from your checking account. It is important that you enclose these documents. Without them, we will be unable to process your enrollment form.

Return the signed authorization form and the deposit slip or voided check to the Village of Addison, One Friendship Plaza. You can mail these items, put them in the drop box in the Village Hall parking lot or bring to the Village Hall. Please do not include with payment sent to the P.O. Box in Carol Stream.

Wait for your bill to read AMOUNT AUTO PAID. When you receive this note on your bill, you know you are set up and the Amount Due will be electronically withdrawn from your account on the due date. You will need to pay any outstanding bills until the note appears on your bill.

Call your financial institution to make sure you are eligible for automatic bank debits.

**For more information, please call (630) 693-7563.**

**DIRECT DEBIT AUTHORIZATION FORM  
CUSTOMER INFORMATION:**

Name \_\_\_\_\_

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

Phone No. ( \_\_\_\_\_ ) \_\_\_\_\_

**Village of Addison Utility Bill**

Account # \_\_\_\_\_

Route/Dist. No. \_ \_ \_ \_ \_ /

**FINANCIAL INSTITUTION INFORMATION:**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_ Zip

Phone No. ( \_\_\_\_\_ ) \_\_\_\_\_

Bank Account No. \_\_\_\_\_

Bank ABA No. \_\_\_\_\_

**Account Type**

\_\_\_\_\_ Checking- attach a blank voided check

\_\_\_\_\_ Savings - attach blank voided deposit ticket

I authorize the Village of Addison to initiate debit entries to my account indicated above. I understand automatic payment of the total amount due will be made on the bill's due date. This authority is to remain in full force and effect until I revoke the agreement by written notification to the Village in such time and manner to afford a reasonable opportunity to act upon the notice. I have the right to stop payment of a charge by notifying the Village three business days prior to the due date on my bill. I understand that both the Village and the financial institution named above reserve the right to terminate this agreement or my participation, therein. A copy of this authorization will be provided at your request. I have read and agree to the terms of this direct debit payment plan.

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

Bank Debiting  
for Utility  
Billing Now  
Available!



**Village of Addison  
One Friendship Plaza  
Addison, IL 60101**

**Utility Billing Department (630) 693-7570  
Fax (Finance Dept) (630) 543-2580**