



## Water Billing – Auto Debit Application

31 South Prospect Street  
Attn.: Finance Department  
Roselle, IL 60172  
(630) 980-2000

**Q. What is the Auto Debit Program?**

A. The Auto Debit Program is a convenient, FREE and totally optional service, which makes your life easier by automatically paying your water/sewer bill from your checking or savings account. The amount due on your monthly water bill is automatically debited from your bank account on the 6<sup>th</sup> of every month.

**Q. Do I need to have a special checking or savings account?**

A. No, we can transfer your payment from almost any checking or savings account in the United States to pay your bill.

**Q. How will I know how much is being paid?**

A. You will still receive a monthly bill to inform you of the dollar amount being debited from your account. This amount will also appear on your checking or savings account statement for proof of payment.

**Q. How will I know when Auto Debit begins?**

A. Once you have signed up for the program, you will receive a water bill as normal. You will know when you are signed up when printed on the stub of the bill above your name the message "AUTO DEBIT DO NOT PAY" appears. This may take up to two billing cycles before it becomes effective.

**Q. What if I need to change something that is already set-up on my Auto Debit service?**

A. Provide us the information in writing – include your name, address and utility billing account number, OR complete a new Auto Debit Form. The form is available on our website at [www.roselle.il.us](http://www.roselle.il.us).

**Q. What information do I need to set-up my Auto Debit Account?**

A. Simply fill out the form and return to the Village Hall. An example is given below to assist in identifying the necessary information from your checking account.

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A. Simply fill out the form and return to the Village Hall. An example is given below to assist in identifying the necessary information from your checking account.

Your Name 08-03 1051  
1234 Your Street  
Your Town, NY 12345 99-9/999 XX  
999  
Pay to the Order of \$   
DOLLARS  
YOUR BANK  
For   
⑆ 123456789 ⑆ 123456789123 ⑆ 1051  
ABA or Bank Routing Number Bank Account Number Check Number

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



## Water/Sewer Auto Debit Authorization Agreement

The Auto Debit Program offers you the convenience of paying your water/sewer bill automatically to insure no late payments or ensuing penalty charges.

### Water / Sewer Account Information

Name

Account #

Service Address

Phone #

Yes! I wish to participate in the Auto Debit Program and pay my water/sewer bill automatically.

### Bank Account Information for Automatic Withdrawal

The payment amount will be the account balance of your water/sewer account. This amount will automatically be deducted from your financial institution on the 6<sup>th</sup> of every month.

Account Type

Checking

Savings

Name of Financial Institution

9-Digit Routing #

Account #

### E-Billing

Yes! Sign me up for E-Billing.

Email Address

### Authorization

By signing below, you authorize the Village of Roselle to initiate automatic payments from your designated checking or savings account to make payments to your water/sewer bill. Your signature also indicates your agreement to the terms and conditions of the Auto Debit Program.

Name

Date

Signature

### Return this form to:

Village of Roselle 31 S. Prospect Street Roselle, IL 60172 or email it to [financedept@roselle.il.us](mailto:financedept@roselle.il.us).

### Auto Debit Program Terms & Conditions

1. This agreement will remain in effect until you notify the Village either in person or in writing (Village of Roselle, 31 S. Prospect St., Roselle, IL 60172) to cancel it allowing the Village reasonable opportunity to act.
2. Auto Debit payments will not be applied to final water bills. Final water bills must be paid by cash, check or credit card (credit cards are only accepted on our website)
3. If there are insufficient funds in your account on the specified payment dates, the Village of Roselle will send out a notification requesting the payment to be made in full via cash or a money order. A \$10 charge on return debits will also be attached to your account and the Village reserves the right to remove your account from the auto debit program.
4. Requests to participate in the Auto Debit Program will not be honored without a signature.