

## **Direct Debit**

### **Automatic Debit Commencement**

Your automatic debit service will be operational and your required payment will be taken from the account you designated on the due date of your next bill. Your bill will indicate that it is being paid by auto-debit when this service is activated.

### **Record of Payment**

Your bank statement will indicate the amount and date of your automatic payment. Retain this record of proof of payment for future reference regarding your billing. If a question arises regarding your payment of the amount differs from your bill, you must notify us and your financial institution within sixty (60) days of the date of the questioned statement. Your financial institution will advise you of rights concerning the error.

### **Availability of Funds**

You are responsible for having enough money in the account you designated on the payment due date. You are responsible for any fees associated with non-sufficient funds. The Village of Hainesville charges \$25.00 for non-sufficient funds; your financial institution may also have a charge for non-sufficient funds. Automatic Debit authorization may be cancelled if two payments are returned in a 12 month period.

### **Payment Date**

Funds will be taken from the designated account on the due date listed on the monthly statement you receive. Payment due date is on the 10<sup>th</sup> of each month unless the 10<sup>th</sup> falls on a non-business day then the due date would be the next business day.

### **Termination**

Your services will remain active and in effect unless the Village of Hainesville receives 30 days written notice of cancellation. Every effort will be made to honor requests. In any event, upon written request automatic debit service will be cancelled as soon as possible.

### **Contact Information**

Return completed authorization agreements to the following address:

Village of Hainesville  
Attn: Utility Department  
100 North Hainesville Road  
Hainesville, IL 60030

Authorization agreements can be mailed in, dropped off in person or dropped off in the Village drop box. All individuals that are on the designated account must sign the agreement. Unsigned agreements will not be processed and will be returned back to you.