



Water Billing  
123 Madison St.  
Oak Park, IL 60302-4272

708.383.5478  
Fax 708.358.5105  
waterbilling@oak-park.us

# Application for Automatic Payment of Water Bills

The Village of Oak Park offers the option to pay a municipal water bill automatically through a checking or savings account, or with a credit card. This free service eliminates the need to write and mail checks, and the possibility of a late payment penalty.

To set up and activate an automatic payment account, please complete the information below, read and sign the agreement and provide any required documentation as specified.

PLEASE PRINT	
_____ Name as it appears on bill	_____ Name of Financial Institution
_____ Water Account Number	_____ Bank Routing Number
_____ Street Address	<input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> Credit Card
_____ City/State/ZIP	_____ Account Number
_____ Daytime Phone Number	Card Type <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Discover
_____ Names as it appears on Checking/Savings/Credit card	_____ Expiration Date
	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

I authorize the Village of Oak Park and the financial institution listed on this application to debit/charge my above listed account in the amount described on all forthcoming water bills on their scheduled due date. Each payment will be as if it were personally signed and authorized by me. I understand that, as with a check, sufficient funds must be available in my account at the time of transfer. If a draft is returned to the Village unpaid, a \$25 fee and any applicable late penalties will be applied to my water account. This automatic payment authority will remain in effect until the Village of Oak Park has received written notification from me of termination a minimum of 30 days prior to a scheduled water bill payment due date. The Village of Oak Park reserves the right to terminate this automatic payment agreement or my participation in the program with written notification. I agree to provide a minimum of 30 days written notice to the Village of Oak Park of any changes regarding my account, including, but not limited to, intent to terminate the automatic payment agreement, change of financial institution and/or change to the account number. This application should be processed for the next billing cycle. However, until my bill indicates the direct debit payment program has been established, I agree to pay my water bill until such written notice has been received. The Village will continue to mail a copy of my bill for my records, unless I have signed up for the e-billing option.

**I understand and agree to the terms of this letter and application.**

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

**A voided check or photocopy of a check must accompany a request to debit a checking account.** A request to debit a savings account must include verification from your bank, such as an account statement. For credit card authorization, a Village representative will contact you to obtain the three-digit security code.

Do not include this form with payment. Completed forms and any required documentation must be sent to:

Village of Oak Park, Attn: Water Billing  
123 Madison St.  
Oak Park, IL 60302-4272  
or fax to 708.358.5105  
or e-mail: waterbilling@oak-park.us