

## **Customer Copy-Please retain for your records, Automatic Utility Payment Plan Authorization Agreement**

I hereby authorize the City of Lockport and the designated financial institution, to deduct directly the FULL amounts necessary to make automatic payments for water/sewer/garbage services provided by the City, from my specified checking account. I understand and acknowledge the following:

- Automatic payment of the billed amount, via transfer of funds from my designated account, will be made every month on the bill's due date (the 15<sup>th</sup> of the month).
- The City will make only one attempt every month to transfer the funds from my account in order to pay my bill. If there are insufficient funds in my account to cover the full amount due on the transfer date, I will be assessed a \$25 insufficient funds fee by the City of Lockport, and may also be charged by my financial institution.
- If the City is unable to collect my billed amount twice, due to insufficient funds, I will be dropped from the automatic debit program.
- The City of Lockport 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 from my account containing insufficient funds.
- I will remain liable and responsible for payment of any water/sewer/garbage bill for services provided by the City, which remains unpaid as a result of an unsuccessful attempted transfer from my account containing insufficient funds.

- It is my responsibility to contact the City of Lockport and my financial institution to cancel this program upon moving to another location or if I wish to longer take part in the program.

**I understand that this authorization will remain in effect until the City of Lockport and the financial institution have received written notification from me terminating this service or until the City or the financial institution has sent me written notice of termination of this arrangement. A written notice from me must allow a reasonable amount of time to allow the City and the financial institution to act upon it.**

**I have attached a voided check, which shows the account to be debited. I understand that automatic payments will begin on my next bill following submittal of my application.**

## **CITY OF LOCKPORT**



**“WE CARE”**

## **Utility Billing Automatic Payment Bank Withdrawal**



**Now Available as an additional payment option for your City of Lockport Water/Sewer/Garbage monthly bill.**

**City of Lockport  
“We Care”**

**222 E. 9<sup>th</sup> Street  
Lockport, IL 60441  
815-838-0549**

I have attached a voided check, which shows the account to be debited. I understand that automatic payments will begin one (1) billing cycle following the receipt of the following information.

**ACCOUNT INFORMATION**

Printed Name: \_\_\_\_\_

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

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Utility Account #: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

**FINANCIAL INSTITUTION INFO**

Financial Institution: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Checking Account #: \_\_\_\_\_

Routing #: \_\_\_\_\_

**How does the automatic payment plan work?**

- Read the attached contract.
- Complete the requested information.
- Detach your account/financial information and return it, along with a voided check, to the Lockport Water Department, 222 E. 9<sup>th</sup> Street, Lockport, IL 60441.



Full payment of your utility bill will automatically deduct from your checking account on the due date (15<sup>th</sup>) each month. In order for this to begin, one bill after you register for this service, your application / voided check must be received prior to the 10<sup>th</sup> of the month. Please continue to pay your monthly bill until the bills states: “DO NOT PAY / AUTO PAY DATE- 15<sup>th</sup>”.

You will still receive a monthly bill in the mail; allowing you to know how much money will be deducted from your checking account. No Checks, No Stamps, No Hassle.

**Advantages of the automatic payment plan include:**

- Convenience – No more writing checks.
- Cost Savings – No more paying the cost of stamps and envelopes.



- Elimination of penalty fees for late payments.
- Worry free vacations.

The City of Lockport offers this service at no charge.

