

Make sure you never get charged a utility penalty again by signing up for the City's Auto Pay!



Instead of mailing in a check or calling in your credit card, you can provide the City with a voided check, and payments will be processed on your due date every month.

If interested in utilizing our Auto Pay, please fill out the form below, attach a voided check, and mail to the City of Geneva, Finance Division, 15 S. First St., Geneva, IL 60134.

Please contact the Finance Division if you have any questions at 630-232-0854.

Checking Account Information

Utility Account Number: _____

Name (as it appears on the utility bill): _____

Service Address: _____

Telephone Number: _____ Financial Institution: _____

Routing Number: _____ Checking Account Number: _____

Authorization Agreement

I(We) hereby authorize the City of Geneva and the financial institution named below to pay my utility bill on the scheduled due date, or the next business day if the due date is on a weekend or holiday. Each payment shall be the same as if it were personally signed and authorized by me. As with a check, sufficient funds need to be available in my account at the time of the transfer. If a draft is returned to the City unpaid, a \$25 administration fee will be applied to my account. This authority remains in effect until the City of Geneva has received written notification from me of termination a minimum of 5 days prior to a scheduled due date. The City of Geneva reserves the right to terminate this payment plan or participation therein.

I will provide a minimum of 5 days written notice to the City of Geneva of any changes regarding the above account, i.e. changes with the financial institution, account number, account type, etc. I am responsible for paying my bills to the City of Geneva until my bill indicates that my Auto Pay has been established. Once established, on the bottom portion of my bill, "AUTO PAID" will be noted above the total amount due.

I understand and agree, as per my selection, to the terms of this application, and the Ordinances of the City of Geneva.

Signature

Date

Please attached a voided check