



City of Geneva
Finance Department
15 S 1st St. Geneva, IL 60134-2202
(630) 232 - 0854
FinanceEmail@geneva.il.us

Authorization Agreement for Auto Pay

PLEASE ATTACH OR STAPLE A VOID CHECK – FORMS WITHOUT BANK DOCUMENTATION WILL NOT BE PROCESSED

Enroll in our AutoPay program and your monthly utility billing amount will be automatically deducted from your checking or savings account on the scheduled due date. You will continue to receive a monthly statement to be reminded that a payment is about to take place. *Please note that enrollment in AutoPay may take up to one billing cycle to take effect on your utility account(s) once the Authorization form is processed.* **Please complete and submit this form, attach a voided check, and mail or drop-off to the City of Geneva Finance Department, 15 S. First St., Geneva, IL, 60134.** If you have any questions, please contact the Finance Department Monday through Friday between 8:00 a.m. and 4:30 p.m. at (630)232-0854 or FinanceEmail@geneva.il.us.

Automatic Payment Authorization Form (ACH Debit)		
☐ New Auto Pay – By checking this box, I authorize the automatic payment for the utility account listed below.		
☐ Update Auto Pay Information – By checking this box, I authorize the termination of the current automatic payment on file for the utility account listed below and replace with the updated automatic payment filed below.		
☐ Cancel Auto Pay – By checking this box, I am submitting written notification to terminate the current automatic payment on file for the utility account listed below within a minimum of 5 days prior to a scheduled due date.		
Utility Account Information		
Utility Account Number	Name On Utility Account	
Service Address	Type of Utility Account ☐ Residential ☐ Commercial	
City	State	Zip Code
Phone Number ☐ Cellphone ☐ Landline Phone	Email Address	
Automatic Payment Authorization Form (ACH Debit)		
Name of Financial Institution	Bank Routing Number	
Type of Bank Account ☐ Checking Account ☐ Savings Account	Bank Account Number	
Terms of Agreement		
I(We) hereby authorize the City of Geneva and the financial institution named above 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. I understand that any additional payment that I make will be in addition to my auto payment amount on the bill. 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 AutoPay has been established. Once established, on the bottom portion of my bill, "AUTO PAID" will be noted. By signing below, I acknowledge and agree, as per my selection, to the terms of this application, and the Ordinances of the City of Geneva.		
Printed Name	Signature	Date