Auto Payment via Bank Account

Out of checks or stamps? Or maybe you just don't like the hassle of writing a check out each month. No problem – we have the solution for you. 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'll never miss a payment.** You will still continue to receive a monthly statement so you'll be reminded that a payment is about to take place. To enroll – print and complete this form, attach a voided check, and mail to the City of Geneva Finance Division, 15 S. First St., Geneva, IL 60134.

Questions?

Please feel free to contact the Finance Division - Monday to Friday between 8 a.m. and 5 p.m. at (630) 232-0854.

Authorization Agreement for Auto Payment (ACH Debit)

O NEW AUTOPAY	O CHANGE AUTOPAY	O CANCEL AUTOPAY
Account Information	**If Applying for AutoPay – Enter information below:**	
Name as it appears on the utility bill	**Name of Financial Institution**	
Utility Account Number	**Bank Routing Number** O **Checking Account** or O **Savings Account** * If changing or cancelling auto pay information, I authorize the termination of my previous bank information.	
Street Address		
City, State, Zip Code		
Daytime Telephone	**Signature**	**Date**
Attach a voided check or savings account withdrawal form here		

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. 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 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