



**SAY YES TO AUTO PAY!**

*Auto Pay is our payment service that makes it more convenient for you to pay your water payment to the City of Park Ridge. With today's hectic lifestyle, we were looking for a way to ease the burden of getting your monthly payment to us.*

*How does it work? Your monthly payment is automatically taken from the account you authorize the bank to use, and the money is directly credited to your water account on the 20<sup>th</sup> of the month. You'll continue to receive a statement for your records, but you won't have to respond. Auto Pay will do it for you.*

*The City of Park Ridge is authorized only to receive the amount of money that is due on your water billing statement. The Auto Pay system takes care of everything else. All of this information is explained on the reverse side of this document.*

*So ...why wait? Get rid of the hassles of check writing and checks being lost or delayed in the mail & join the Auto Pay program! Simply fill in the form below and a voided check and mail it to the City of Park Ridge.*

*If you have any questions, please call the Finance Dept. at 847-318-5223.*

Name as it appears on bill

Water Billing Account Number

Street Address City State Zip

Daytime Phone Number

Name of Financial Institution

<input type="text"/>	<input type="text"/>
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Routing Number

Account Number

Checking \_\_\_\_\_ Savings \_\_\_\_\_

Signature \_\_\_\_\_

I agree to the terms on the back of this application

**For checking in you must attach a voided check or a photocopy of a check.**

**For Savings you must include a deposit slip**

**You may return this form in the return envelope or return it to:**

**City of Park Ridge, Finance Department, 505 Butler Place, Park Ridge, IL 60068**

**You may also fax the form and voided check to 847-318-1930**

### **Initial Payment**

Auto Pay will take one to two bill cycles to take effect. You will know the automatic payments are scheduled to begin when your monthly bill indicates **AUTO PAY**.

### **Stop Payments**

Stop payments can be issued up to three days prior to your Payment date. As with checks, you are responsible for any charges associated with the stop payment. You may be required to provide written confirmation of the stop payment to your financial institution.

Please contact the City of Park Ridge if you have requested a stop payment. Once you issue a stop payment, you will still be responsible for paying the bill on time and are now subject to penalties for late payment.

### **Record of Payment**

Your monthly bank statement will indicate the amount and date of your automatic transfer. Retain this record as proof of payment for future reference regarding your billing, if a question arises regarding your transfer or if the amount differs from your bill, you must notify the City of Park Ridge and your financial institution within **sixty days** of the date of the questioned statement. Your financial institution will advise you of your rights concerning an error.

### **Meter Reads**

You must continue to send us your meter read each time you receive your bill. Choose any of the following options.

1. Call the meter read hotline 24 hours a day & leave a message at 847-604-4416 or 847-318-5223.
2. Send us your read via the Internet at [www.parkridge.us](http://www.parkridge.us) click on meter reads and enter your information.
3. Record the read on the bottom of the bill and return.

### **Availability of Funds**

You are responsible for having enough money in the account you designated on your payment date. As with checks returned for non-sufficient funds, there is a \$25.00 NSF charge on all returned automatic payments for non-sufficient funds. Auto Pay may be canceled if one payment is returned.

### **Payment Date**

The predetermined amount will be transferred from your bank account on the 20<sup>th</sup> of the month. If the 20<sup>th</sup> falls on a weekend or holiday, your account will be debited on the following business day.

### **Termination**

Your service will remain in effect unless we receive written notice from you 10 days prior to the next scheduled billing date or until your service is terminated. Additionally, you must provide the same notice if you have closed your account.

### **Change of Bank or Bank Account Numbers**

Notify the City of Park Ridge if you change your bank and/or your bank account number. Failure to notify the City of any changes could result in late payment of your water bill.

### **Questions**

If you have any questions concerning this program, please contact the Finance Department at **(847) 318-5223**.