



## Direct Payment Program

What is the Direct Payment Program?

▶ Direct payment allows residents to automatically pay their monthly water/sewer/garbage bill directly from their bank account. It saves time and money by eliminating the need to write and mail checks. It also eliminates the chance of late penalties! This optional service is free of charge.

What are the program terms?

▶ Automatic payment of the amount billed by transfer of funds from the designated account will be made each month on the bill's due date.

▶ If there are insufficient funds in the account, to cover the full amount on the due date, charges by both the bank and the Village will apply and must be paid (cash or money order) within 24 hours. The Village 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 of funds. Two unsuccessful transfers will be cause to terminate a resident's participation in the Direct Payment Program.

▶ The authorization agreement below will remain in effect until the Village receives written notification from the account holder/resident of termination of the agreement. Notice of termination must be received 10 days prior to your next payment.

How do I apply for the program?

▶ Complete the authorization form below and return it with a voided check to the Village of Plainfield, via mail 24401 W. Lockport Street, Plainfield, IL 60544; fax (815) 436-1950; or e-mail [utilities@goplainfield.com](mailto:utilities@goplainfield.com). When the application process is complete, "AUTO PAID" will appear on your bill. For additional information, please contact the Water Billing Department at (815) 439-4250.

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### Direct Payment Authorization Form

I have read and understand the Direct Payment Program information above and I hereby authorize the Village of Plainfield and the financial institution designated, to deduct directly from my account, the amounts necessary to make automatic payments for water/sewer/garbage services provided by the Village of Plainfield.

**All fields are required.**

Financial Institution Name, City, & State	Check One: Checking <input type="checkbox"/> Savings <input type="checkbox"/>
Routing Number	Account Number
Resident's Name	Water/Sewer Account Number
Service Address	Phone Number
Signature	Date

**A copy of a voided check must accompany this authorization form.**