

## How does the automatic payment plan work?

- Read the attached contract
- Complete the requested information on back of contract
- Detach contract and return along with a canceled check to the Mokena Village Hall, 11004 Carpenter Street.

Your water/sewer/refuse bill payment will automatically be deducted from your checking account on the due date. You will still receive a monthly bill (an example is provided below) so you will know how much money will be deducted from your checking account. No checks, no stamps, no hassle!

## Advantages of the automatic payment plan include:

- Convenience-No more writing checks or paying postage
- Elimination of penalty fees for late payments
- Worry free vacations
- The Village of Mokena offers this service at no charge



*\*Please be sure your bank account has the full amount of your current payment on the transfer date.*

## Village of Mokena Automatic Utility Payment Plan Authorization Agreement

I hereby authorize the Village of Mokena and the financial institution designated, to deduct directly from the account specified, the amounts necessary to make automatic payments for water/sewer/refuse services provided by the Village. I understand and acknowledge the following:

- Automatic payment of the billing amount by transfer of funds from my designated account will be made each month on the bill's due date. My bank statement will reflect the amount and date of the transfer.
- If there are insufficient funds in my account to cover the full amount due on the transfer date, I may be charged by both the bank and the Village of Mokena, just as if I had a check returned for insufficient funds.
- The Village of Mokena 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 from my account containing insufficient funds.
- Only one attempt will be made to effectuate a transfer of funds from my account for purposes of determining whether sufficient funds exist to make an automatic payment.
- I will remain liable and responsible for payment of any bill for water and sewer services provided by the Village which remains unpaid as a result of an unsuccessful attempted transfer from my account containing insufficient funds.

I understand this authorization will remain in effect until the Village of Mokena and the financial institution have received written notification from me of termination in time to allow the Village and the financial institution reasonable opportunity to act upon it, or until the Village or the financial institution has sent me written notice of termination of this arrangement. I further understand that I do not have a right to continued participation in the automatic utility payment plan in the event the Village is unable to collect from my account due to insufficient funds on two (2) separate occasions.

<b>VILLAGE OF MOKENA</b> 11004 CARPENTER STREET MOKENA, ILLINOIS 60448					
SERVICE AT		9/01/2011			
54321 MAIN ST					
CODES	PREVIOUS METER READING	PRESENT	USAGE	AMOUNT	
PREVIOUS BALANCE				59.93	
PAYMENTS				59.93-	
REFU				15.38	
WA	490	500	10000	12.50	
FACL				5.83	
SW				24.00	
JOHN SMITH 54321 MAIN ST MOKENA IL 60448					
PLEASE CUT ALONG DOTTED LINE AND RETURN THIS STUB WITH YOUR PAYMENT					
AFTER 9/15/11 PAY \$ 63.49		AMOUNT DUE NOW		AMOUNT DUE NOW	
		\$ 57.71		\$ 57.71	
READING DATES		PLEASE ALLOW 5 DAYS FOR MAIL		AFTER PAY \$ 63.49	
PREVIOUS 7/19/2011				9/15/2011	
PRESENT 8/21/2011					
500-0009-00-00				ACCOUNT NUMBER	
ACCOUNT NUMBER					

**Questions  
about this  
service may be  
directed to the  
Village of  
Mokena  
Administrative  
Department at  
479-3900.**

*I have attached a voided check which shows the account to be debited. I understand that automatic payments will begin in approximately four (4) to six (6) weeks.*

<b><u>Account Information</u></b>	
_____ <i>Signature</i>	
_____ <i>Printed Name</i>	
_____ <i>Address</i>	
_____ <i>City, State, Zip</i>	
_____ <i>Village Utility Account Number</i>	
_____ <i>Phone Number</i>	_____ <i>Date</i>
<b><u>Financial Institution Information</u></b>	
_____ <i>Financial Institution</i>	
_____ <i>Address</i>	
_____ <i>City, State, Zip</i>	
_____ <i>Account Number</i>	

I hereby authorize the Village of Mokena and the financial institution designated, to deduct directly from the account specified, the amounts necessary to make automatic payments for water and sewer services provided by the Village. I understand and acknowledge the following:

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I have attached a voided check which shows the account to be debited. I understand that automatic payments will begin in approximately four (4) to six (6) weeks.

