



**VILLAGE OF BLOOMINGDALE
APPLICATION FOR ELECTRONIC PAYMENT OF UTILITY BILLS**

The Village of Bloomingdale is pleased to offer our utility customers the convenience of electronic bill payment. No need to worry about writing checks, finding a stamp and mailing the envelope. No need to worry about late payments and late fees; it saves time and money. Just complete the following application, include the necessary documentation and return it to our office. If you have any questions, please call the Utility Billing Department at (630) 671-5650.

VILLAGE OF BLOOMINGDALE ELECTRONIC PAYMENT APPLICATION

Name, as it appears on your Bill (Please Print)

Name of your Bank (Financial Institution)

Utility Account Number

Bank Routing Number (ABA #) must be 9 digits

Service Street Address

___ **Checking Account** Or ___ **Savings Account**

City, State, Zip Code

Your Account Number at your Bank

() _____
Daytime Telephone Number

() _____
Bank Telephone Number

For a checking account please attach a voided check or a photocopy of a check.
For a savings account please attach a voided deposit slip.

Terms of Application:

I authorize the Village of Bloomingdale (the "Village") to initiate debit entries (withdrawals) to my checking/savings account at the financial institution indicated above and to withdraw the same from such account as instructed. I understand payment of the total amount due will be made on the bill's due date. This authority is to remain in full force and effect until the Village receives written notification from me revoking said authority in such time and in such manner as to afford the Village and the financial institution a reasonable opportunity to act on said revocation prior to debiting (withdrawing) the account. I understand I have the right to stop payment of a debit entry (withdrawal) by notifying the Village in writing at least five (5) business days prior to the due date on my bill. I further understand that either the Village or the financial institution named above reserve the right to terminate this agreement and my participation therein at anytime.

Printed Name of Authorizing Party: _____

Authorizing Signature: _____

Date: _____

I agree to the terms of this application

Return this form to:

The Village of Bloomingdale, Attn: Utility Billing, 201 S. Bloomingdale Rd., Bloomingdale, IL 60108

The Village of Bloomingdale now offers Electronic Payment of your Utility Bill!

SAVE  TIME

Your payment is electronically withdrawn from your savings or checking account on the due date. No more check writing. No more mailing of your payment.

Frequently Asked Questions:

- Q:** Can I have my utility bill paid out of any kind of account?
- A:** You can have your bill paid from a checking, savings, or money market account at your participating bank, financial institution, or credit union. Most financial institutions offer this service.
- Q:** How will I keep track of my payments?
- A:** You will continue to receive a bill that details your charges, but the bill will state "AMOUNT AUTO PAID". Your bank will also show the withdrawal on your bank statement.
- Q:** Once I sign up, can I change banks or accounts?
- A:** Yes, you can make a change by submitting a new authorization form. Any changes take 2-3 weeks to process and verify.

Initial Payment

Once your completed application is received it will undergo a "pre-notification" process where a test transaction (zero dollar) is created and used to verify the accuracy of the information provided. Each pre-notification test takes approximately 10 days to complete. Should the pre-notification test fail (incorrect account number or transit routing number) you will be notified and asked to provide corrected information prior to beginning electronic payments. You will know that electronic payments have begun when your bill indicates "AMOUNT AUTO PAID". Please continue to make payments by check until your bill indicates "AMOUNT AUTO PAID".

Stop Payments

Stop payments of your electronic withdrawal can be issued up to five (5) business days prior to your due 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 Village of Bloomingdale if you have requested a stop payment. Once you issue a stop payment, you still remain responsible for paying the bill on time and may be subject to fees for late payment.

SAVE  MONEY

No more late fees because the bill was misplaced or lost in the mail. No more envelopes. No more stamps.

Frequently Asked Questions:

- Q:** Who do I contact if I have a question about my bill?
- A:** Questions concerning your bill should be directed to the Village's Utility Billing Department at (630) 671-5650.
- Q:** Who do I contact if I have a question about my electronic payments?
- A:** Questions concerning electronic payments, should first be directed to your bank. You may also contact us and we will assist you the best we can.

Record of Payment

Your monthly bank statement will indicate the amount and date of your electronic payment. Retain this record as proof of payment for future reference regarding your billing. If a question arises regarding your payment or if the amount differs from your bill, please contact us and your financial institution within sixty days of the date of the questioned statement. Your financial institution will advise you of rights concerning an error. We will assist you the best we can.

Availability of Funds

You are responsible for having enough money in your bank account on your due date. As with checks returned for non-sufficient funds, there is a \$20.00 NSF charge on all returned electronic payments for non-sufficient funds.

Payment Date

The full amount due on your bill will be electronically deducted from your bank account on the due date. If the due date falls on a weekend or holiday, your account will be debited on the following business day.

Termination

Electronic payments will remain in effect unless we receive written notice from you five (5) business days prior to your due date requesting that your electronic payment be discontinued. Additionally, you must provide this same notice if you have closed your bank account. If we do not receive notice you may be subject to additional fees.

Account/Address Change

Notify the Village of Bloomingdale of any account or address changes as soon as possible for uninterrupted billing and electronic payments.

Questions

If you have questions concerning this program, please contact the Village's Utility Billing Department at (630) 671-5650.