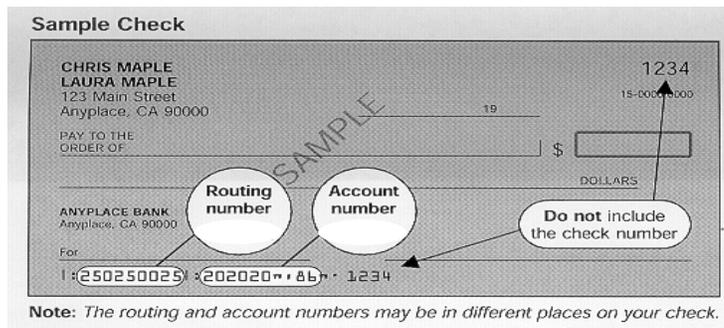


Initial Payment

Once your completed enrollment application is received, it will undergo a "pre-notification" process where a test transaction (zero dollars) is created and used to verify the accuracy of the account information provided. 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 automatic payments. Each pre-notification test takes approximately 30 days to complete. You will know that automatic payments are scheduled to begin when your monthly bill indicates **"Auto-Debit."**

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 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.



*** Routing Number is the Bank Routing (ABA) Number**

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Availability of Funds

You are responsible for having enough money in the designated account on your payment date. As with checks returned for non-sufficient funds (NSF), there is a \$20 NSF charge on all returned automatic payments for non-sufficient funds. **"Auto-Debit"** may be canceled by the Village if two payments are returned within a 12-month period.

Payment Date

The amount equal to the current balance of your water/sewer account will be transferred from your bank account on the 25th of the month. If the 25th falls on a weekend or holiday, your account will be debited on the following business day.

Termination

Your **"Auto-Debit"** service will remain in effect unless we receive written notice from you 10 days prior to the next scheduled billing date or until the Village cancels your agreement due to non-sufficient funds occurrences. You must provide the same written notice if you have closed your account.

Questions

If you have questions, please contact Customer Service at (847) 949-3245

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