



Village of Wilmette Water and Sewer Billing Direct Debit Program

The Village of Wilmette provides residents the opportunity to pay water/sewer and refuse bills via direct debit from a checking or savings account. The funds will be withdrawn on the due date, thus avoiding any late fees or penalties. Please note that a quarterly water/sewer bill indicating the charges for the billing period will still be sent to the customer.

To sign up for direct debit, complete the authorization agreement below and return it in person to the Wilmette Village Hall at 1200 Wilmette Avenue or you can mail it to the same location. You may also elect to enroll over the telephone by calling Finance Department Clerks Mary Meneghello at 847-853-7617 or Pat Grossmann at 847-853-7620. If you choose to mail the form, please return the completed form to:

Village of Wilmette
Water Billing
1200 Wilmette Avenue
Wilmette, IL 60091

*I hereby authorize the Village of Wilmette and the financial institution designated herein, to initiate automatic deductions by direct debit to my bank account indicated below, in payment of my water/sewer and refuse bill. I understand the **automatic withdrawal of the amount billed will be debited on the billing due date as indicated on the bill received.***

I hereby agree to have such funds available on said due date as specified in this agreement. This authority will remain in effect until the Village of Wilmette has received written notification at least thirty (30) days in advance of the date of termination of this agreement.

Please read the reverse side of this notice for more information.

Customer Name (as it appears on bill)	
Service Address	
City/State/Zip	Wilmette, IL 60091
Mailing Address (if different)	
City/State/Zip	
Daytime Phone Number	
Financial Institution Name	
Address	
City/State/Zip	
Bank Phone Number (if available)	
Bank Routing Number	
Account Number	
Checking or Savings account?	
Authorized Signature	

NOTE: Please be sure to provide accurate bank information in the space provided above. Incorrect information may result in a delay in direct debit processing.

Record of Payments

Your bank statement will indicate the amount and date of your automatic payment. If you have a question about your automatic debit or if the amount withdrawn differs from the amount due on our bill, please notify the Village Finance Department and your bank within (30) days of the date of the statement in question.

Availability of Funds

You are responsible for ensuring that sufficient funds are in the designated account on your payment date. There will be a \$25 charge on all returned debits. The Village may cancel your automatic payments if two payments are returned within a twelve (12) month period.

Payment Date

The amount due on your bill will be withdrawn from your bank account on the due date noted on the bill. If the due date falls on a weekend or holiday, your account will be debited on the next business day.

Termination/Account Closure

Automatic payments will remain in effect until you notify the Village, in writing, at least thirty (30) days prior to your next scheduled billing date or until your service is terminated. You are responsible for notifying the Village of any changes to your bank account information.

Final Bills

Final Bills for real estate transfers, tenant changes, etc. are not eligible for automatic payments and are due upon receipt. Acceptable forms of payment for final bills are cash, check and Visa or MasterCard.

Questions

Questions regarding this program may be directed to Finance Department Clerks Mary Meneghello at 847-853-7617 or meneghellom@wilmette.com or Pat Grossmann at 847-853-7620 or grossmannp@wilmette.com.