



Direct Payment Program

What is the Direct Payment Program?

Direct payment allows customers to automatically pay their monthly Village of Plainfield Utility Bill from their bank account. It saves time and money by eliminating the need to manually make payments and the chance of late penalties. This service is optional and free of charge.

What are the program terms?

- ▶ The amount billed is paid by transferring funds from the designated account each month on the bill's due date.
- ▶ If there are insufficient funds in the account, charges by both the bank and the Village will apply. The amount due plus any applicable charges must then be paid using cash, money order, credit, or debit card within twenty-four (24) hours. The Village will not be held liable or responsible for the payment of overdraft charges or other bank fees as a result of an attempted transfer of funds. Two unsuccessful transfers will be cause to terminate a customer's participation in the 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 ten (10) days prior to your next payment.

How do I apply for the program?

- ▶ Complete the authorization form below and submit it to the Village with a voided check or documentation from your bank which includes the bank's name, your name, and bank routing and account numbers. (Customer name must match at least one of the names on the account.)
- ▶ Forms may be submitted via the Village website, plainfieldil.gov, returned to the Village Hall, or mailed to 24401 W. Lockport Street, Plainfield, IL 60544. When the application process is complete, "AUTO PAID" will appear on your bill. For additional information, please contact the Utility Billing Department at 815-439-4250 or utilities@goplainfield.com.

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.

Financial Institution Name, City, & State

Check One:

Checking

Savings

Routing Number

Account Number

Resident's Name

Water/Sewer Account Number

Service Address

Phone Number

Signature

Date

A copy of a voided check or bank documentation must accompany this authorization form.