



Village of Oak Brook

APPLICATION FOR WATER BILLING AUTOMATIC PAYMENT

Water Account Number

Last Name, First Name

Street Address

City, State, ZIP

(____) _____

Home Telephone No.

(____) _____

Work Telephone No.

Name of Financial Institution

Bank Account No.

Bank Routing No.

Account Type (check one):

Checking must attach a voided check or photo copy of a check

Savings must attach a deposit slip

Yes, I would like my water bill Emailed to:

Email Address

AUTHORIZATION FOR AUTOMATIC PAYMENT (Please read and sign.)

I authorize the Village of Oak Brook (VOB) and the named financial institution to pay the water bill on the scheduled due date of the bill. Each payment will be as if it were personally signed and authorized by me. As with a check, sufficient funds need to be available in my account at time of transfer. If a direct debit automatic payment is returned to the Village unpaid, a \$25 administration fee and any applicable penalties will be charged to my water account. This authorization is to remain in effect until the VOB has received written notification from me of termination at least 10 days prior to a scheduled due date. The VOB reserves the right to terminate this payment plan or my participation at any time with written notification.

I will provide a minimum of 7 days written notice to the VOB of any changes regarding the account, i.e., change of financial institution, account number, etc. Processing of this application will occur in the next billing cycle (usually 4 to 6 weeks). **I am responsible for paying my water bill to the VOB until my bill indicates that my direct debit program is established. My bill will note when direct debit begins.** I will continue to be mailed a bill for my records. I agree to release the VOB from any and all claims and damages resulting from or in connection with my participation in the Automatic Bill Payment Plan.

I understand and agree to the terms of this letter and application.

Signature _____

Date _____

**Please mail completed
application and necessary
documentation to:**

Village of Oak Brook
Attn: Water Department
1200 Oak Brook Road
Oak Brook, IL 60523-2255

Hours: 8:00 am to 4:30 pm
Phone: (630) 368-5090
Fax: (630) 368-5081
Email: waterbilling@oak-brook.org