



# Village of South Barrington

## Auto Pay

The easy way to pay  
your South Barrington  
Utility Bill

**What is Auto Pay?** Auto Pay allows you, as a South Barrington utility (water and/or sewer) customer, to arrange for the payment of your utility bill through an automatic deduction from your bank checking or savings account.

**How can I enroll?** Just complete the application below and return it with a voided check, if applicable.

**What happens when my application is accepted?** While the Village is processing your application, please continue to pay as you have in the past. You will know that your account has been set-up for **Auto Pay** when the bill you receive has the phrase "Auto Pay Date" in the amount enclosed box on the top portion of your bill you would normally return with your payment.

**Are there any fees?** There are no charges to use the **Auto Pay** feature unless the Village is unable to debit your banking account due to

insufficient funds, account closed, or other problems at the your financial institution. If your payment is rejected, the Village will assess a \$25 fee and late penalties on your utility bill will apply.

**When will my utility bill be paid?** Your checking or savings account will be debited on the bimonthly due date shown on your bill. When you receive your utility bill, please review it and call the Village at 847-381-7510 with any questions.

**How do I change my bank or account numbers?** If you change your bank or your account number, please notify the Village of South Barrington using this form. Failure to notify the Village of any changes could result in late payment of your utility bill.

**How is the Auto Pay service terminated?** Your **Auto Pay** will remain in effect until the Village receives written notice from you no later than the 10<sup>th</sup> of the month to cancel this service.

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**South Barrington Auto Pay Application** – Please select  New  Change  End

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Service Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Sign me up for e-news

Daytime Phone: (\_\_\_\_) \_\_\_\_\_

Utility Service Account #: \_\_\_\_\_

Name of Bank: \_\_\_\_\_

Bank Routing #: \_\_\_\_\_

Account Type:                      Checking              Savings

Account #: \_\_\_\_\_

**Please attach a voided check for verification.**

*I hereby authorize the Village of South Barrington and the financial institution listed above to debit my account on the scheduled due date of the bill to pay for my utility bill. Each payment will be the same as if it were personally signed and authorized by me. This authority is to remain in effect until the Village of South Barrington has received written notification from me of the termination or account change a minimum of 10 business days prior to the scheduled billing date. The Village of South Barrington reserves the right to terminate this payment plan or my participation with written notification. I am responsible for paying my utility bill to the Village of South Barrington until my bill indicates that my direct debit payment program is established. My bill will note when the direct debit begins. I further understand that I will continue to receive a bill for my records.*

Authorized Signature: \_\_\_\_\_

Effective Date: \_\_\_\_\_



**Mail your completed  
Auto Pay application to:**  
Village of South Barrington  
Utility Billing  
30 South Barrington Road  
South Barrington, IL 60010



**Contact us with  
Auto Pay questions:**  
Phone: 847-381-7510  
Fax: 847-381-0024  
Email: h2o@southbarrington.org  
Attn: Stacey Harris