

**DIRECT DEBIT
AUTHORIZATION AGREEMENT**

Complete this form to enroll in the Direct Debit Program. Enclose a voided check or a copy of a documentation which indicates the account to be debited.

_____ Water/Sewer/Refuse
_____ Wireless Alarm

I hereby authorize the City of Woodstock and the financial institution designate to begin deductions for Direct Debit Program. I understand my Automatic Payment of the billing amount will be made each bill due date.

___ Checking ___ Saving

Financial Institution Name

Routing Number

Account Number

Agreement

This agreement will remain in effect until the City of Woodstock and the financial institution have received written notification of termination. If a Direct Debit payment is returned more than once, the City reserves the right to cancel Direct Debit

Signature _____ Date

Name

Address

City _____ State _____ Zip

Utility or Wireless Account Number



City of Woodstock
121 W. Calhoun Street
Woodstock, IL 60098



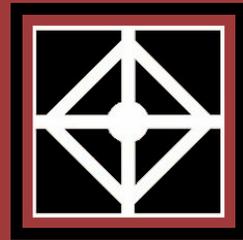
815-338-4300



WWW.WOODSTOCKIL.GOV



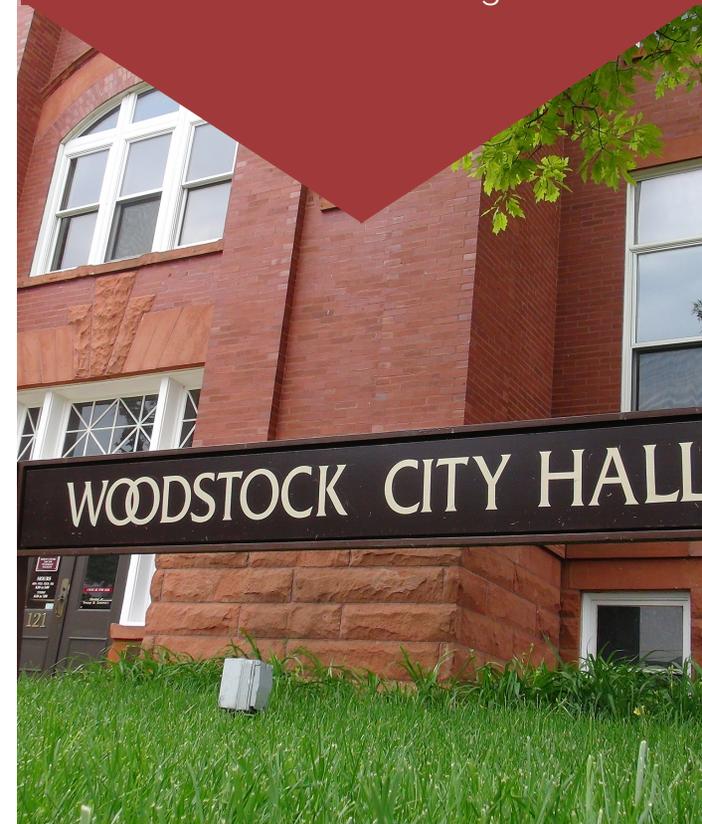
City Hall Hours
Monday - Friday
8:30 AM - 5 PM
Tuesday
8:30 AM - 7 PM



**DIRECT
DEBIT
PROGRAM**

CITY OF
WOODSTOCK

www.woodstockil.gov



FREQUENTLY ASKED QUESTIONS

Q. What is the Direct Debit Program?

A. The Direct Debit Program is a convenient, FREE and totally optional service, to make your life easier by automatically paying your water /sewer / refuse and/or wireless alarm bill from your checking or savings account. Your payment will be transferred from your checking or savings account on the day your bill is due.

Q. Do I need a special checking or savings account?

A. No, the City can transfer your payment from almost any checking or savings account in the United States to pay your bill.

Q. How will I know how much is being paid?

A. The City will continue to send you a water/sewer/refuse/wireless bill and proof of payment will also appear on your checking or savings account statement.

Q. How will I know if Direct Debit has started?

"Auto Pay" will be on your bill indicating the payment will be made through the Direct Debit. Your payment will be made on the due date.

Q. What information do I need to set-up my Direct Debit account?

A. Fill out the attached form and return an original signed copy to:

Direct Debit Program,
City Hall, 121 W. Calhoun St.,
Woodstock, IL 60098.

If you decide to use a checking account, include a copy of a voided check with the form.

If you have a savings account, credit union or money market account, request your Routing Transit Number (RTN) and account number from the bank.

Q. What if I need to change something that is already set up on my Direct Debit service?

You will need to complete a new direct deposit form and return it the address above.

DIRECT DEBIT PROGRAM TERMS & CONDITIONS

1. Payment can be made from a checking or savings account from most banks in the United States.
2. The words "Auto Pay" will be on your water/sewer/refuse/wireless bill to notify you that payment is setup for Direct Debit.
3. If there are insufficient funds in your account on the specified payment date, the City of Woodstock reserves the right to take payment in whole or in part when funds become available. In addition, a NSF fee will be assessed on accounts that have insufficient funds on the scheduled payment date or if the account is closed.
4. This agreement will remain in effect until the City of Woodstock is notified in person or in writing to cancel participation in the Direct Debit Program. The City requires a 15-day period from the date the notice is received to remove a participant from the program.
5. Requests to participate in the Direct Debit Program will not be honored without a signature on the agreement.

SAVE TIME, SAVE MONEY, SAVE A STAMP!

See back side for the Agreement.