

## SEWER BILL PAYMENT OPTION

Auto Pay is a payment service that makes it more convenient for you to pay your quarterly sewer payment to the Lake in the Hills Sanitary District. With today's burden of lifestyle, we offer auto pay as a way to ease the burden of getting your payment to us on time.

How does it work? Your quarterly payment is automatically taken from the account you authorize the bank to use, and the money is directly credited to your sewer account at the Lake in the Hills Sanitary District on the business day prior to the due date.

You'll continue to receive a statement for your records, but you won't have to respond, Auto Pay will do it for you.

If you don't like the service, you may cancel it with written notice to the Sanitary District, 15 days prior to the end of the quarter. All of this information is explained on the reverse side of this document.

So...why wait? Get rid of the hassles of check writing and join the Auto Pay program! Simply fill in the form below with a voided check attached and mail or drop off a copy to us at 515 Plum St, Lake in the Hills, IL 60156. If you have any questions, please call the District office at 847.658.5122. You may also fax your document direct to: Fax 847.658.4523, or email it to: [contactus@lithsd.com](mailto:contactus@lithsd.com).

**Please retain a copy for your records**

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Customer name (as on bill) \_\_\_\_\_  
Service Address & Phone Number \_\_\_\_\_  
Mailing Address (if different) \_\_\_\_\_

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Financial Institution Name & Address \_\_\_\_\_  
Phone: \_\_\_\_\_

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Bank Transit Routing (ABA) Number \_\_\_\_\_  
Account Number \_\_\_\_\_  
\_\_\_\_ Checking    \_\_\_\_ Savings

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

I agree to the terms on the back of this application

**Please retain a copy for your records – Return this application along with a VOIDED CHECK to Lake in the Hills Sanitary District**

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Service Address & Phone Number \_\_\_\_\_  
Mailing Address (if different) \_\_\_\_\_

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Financial Institution Name & Address \_\_\_\_\_  
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**SEWER BILL PAYMENT OPTION**  
**Say YES to Auto Pay**

**Initial Payment –one must apply for ACH withdrawal no later than 15 days prior to the end of the current quarter**

You will know that automatic payments are scheduled to begin when your quarterly bill indicates “AUTO PAID”. Please continue to make payments by check until your bill states “AUTO PAID”.

**Stop Payments**

Please contact the Sanitary District if you have requested a stop payment. Once you issue a stop payment, you still remain responsible for paying the bill on time and are now subject to penalties for late payments.

**Record of Payment**

Your bank statement will indicate the amount and date of your automatic transfer. Retain this record as proof of payment for future reference regarding your billing. If a question arises regarding your transfer or if the amount differs from your bill, you must notify us and your financial institution within sixty days of the date of the questioned statement. Your financial institution will advise you of your rights concerning an error.

**Availability of Funds**

You are responsible for having enough money in the account you designated, on your payment date. As with checks returned for non-sufficient funds, there is a \$25.00 NSF charge on all returned automatic payments for non-sufficient funds. Auto Pay may be canceled if two payments are returned within a 24-month period.

**Payment Date**

The NET bill amount will be transferred from your bank account on the day prior to the due date. If this falls on a weekend or holiday, your account will be debited on the business day prior to the weekend or holiday.

**Termination**

Your service will remain in effect unless we receive written notice from you 15 days prior to the end of the quarter requesting the Auto Pay be discontinued, or until your service is terminated. Additionally you must provide the same notice if you have closed your bank account.

**Account/Address Change**

Notify the Sanitary District of any account or address changes as soon as possible for uninterrupted billing.

**Questions**

If you have any questions concerning this program, please contact the District office at 847.658.5122.

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