



## Automatic Payment Enrollment

*The City of Highland Park now provides a convenient way to pay your water bill.*

*Automatic payment saves you time by having your utility bill paid directly by your financial institution at no additional cost to you.*

*It eliminates the need for writing a check or initiating an online payment by doing the work for you automatically.*



**Save time, postage and the hassle of writing checks to pay your water bills.**

### City of Highland Park Finance Department

1707 St Johns Avenue  
Highland Park, IL. 60035

Phone: (847)432-0800  
[www.cityhphil.com](http://www.cityhphil.com)



**City of Highland  
Park**

*UTILITY BILLING*

## **AUTOMATIC BANK PAYMENT**



City of Highland Park  
Finance Department

1707 St Johns Avenue  
Highland Park, IL 60035  
Monday - Friday, 7:30 a.m. - 5:00 p.m.

**How does Automatic Bank Payment work?**



*Auto Pay or ACH allows the City, with customer authorization, to deduct the billed amounts directly from the customers' checking or savings account.*

*You will continue to receive your account statement by mail, however it will indicate that your payment is by ACH.*

*Your payment will be deducted from your savings or checking account on the billing due date. Final bills will be processed immediately .*

*If your bank account information changes please contact the Finance Department immediately at (847)432-0800 to request a new enrollment form. Otherwise you may be assessed bank charges and/or late penalties.*

*Once your enrollment is confirmed your water bill will read, "DO NOT PAY- PAYMENT BY ACH ". When you receive a bill with this message printed on it, it serves as confirmation that you are actively enrolled in the auto pay program and no longer need to mail a payment.*

*If your financial institution returns payments as a result of non-sufficient funds you will be assessed an additional fee and could potentially become ineligible for the Auto Pay program.*

*If you need to cancel your Auto Pay authorization at any time you may do so by contacting the Finance Department at (847)432-0800. Changes must be received at least five business days before your billing due date.*

*Ready to enroll?*

*Simply complete the attached enrollment form and return with a cancelled/voided check to:*

*City of Highland Park  
Finance Department  
1707 St Johns Avenue  
Highland Park, Illinois 60035*

*Please note that based on the date of enrollment, Auto Pay may not be active for*



**Automatic Bank Payment Authorization Agreement for ACH Debits**

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

Bank / ABA # : \_\_\_\_\_

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

Water Account(s) \_\_\_\_\_ Savings  Checking   
Service Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I hereby authorize the City of Highland Park Finance Department providing services to the account(s) listed to draw against the bank account identified above in payment of my water bill(s).

You are authorized to pay such drafts when so drawn and presented for payment until authority is revoked or changed in writing.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Telephone #

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
Signature as accepted by Banking Institution      Date



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