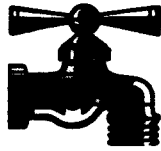


# Say YES to EZ-Pay!



**NO more postage!**  
**NO more late payments!**

**NO more checks!**  
**NO more late fees!**

EZ-Pay is our new bill payment service that makes it more convenient for you to pay your bi-monthly Water and Sewer payments to the Village of Buffalo Grove. With today's hectic lifestyle, we were looking for a way to ease the burden of getting your bi-monthly payment to us. That's when we discovered EZ-Pay.

The Village of Buffalo Grove is authorized only to receive the amount of money specified by the usage of water and sewer on your bi-monthly billing statement notification. The EZ-Pay system takes care of everything else.

How does it work? Your bi-monthly payment is automatically taken from the account you authorize the bank to use, and the money is directly credited to your water and sewer account at the Village of Buffalo Grove the 28th of each month. You'll continue to receive a statement for your records, but you won't have to respond. EZ-Pay will do it for you.

If you don't like the service, you can cancel it with only 30 days notice to the Village of Buffalo Grove. All of this information is explained to you on the reverse side of this document.

So.. Why wait? Get rid of the hassles of check-writing and join the EZ-Pay program! Simply fill in the form below, and mail it to the Village of Buffalo Grove. If you have any questions please call the Finance Department at (847) 459-2515.

**Please retain this copy for your records**

Customer Name (as on bill)											Billing Account Number			
Billable Address (Street/City/State/Zip Code)														
Mailing Address (if different)														
Daytime Phone Number	(	)												
Financial Institution Name														
Institution Address (Street/City/State/Zip Code)														
Checking Account Number														
Authorized Signature											I agree to the terms on the back of this application.			

*Please tear along this perforated line*

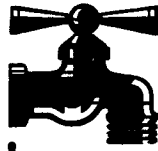
**Return this application with your voided check to the Village of Buffalo Grove in the enclosed envelope.**

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Billable Address (Street/City/State/Zip Code)																		
Mailing Address (if different)																		
Daytime Phone Number	(	)																
Financial Institution Name																		
Institution Address (Street/City/State/Zip Code)																		
Checking Account Number											For Office Use Only							
Authorized Signature											I agree to the terms on the back of this application							

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## **EZ-Pay Agreement and Disclosure Statement** Retain this copy for your records

### **Payment Notice and Billing Questions**

Upon approval of this EZ-Pay application, you will have approximately ten days to plan for your automatic payment or contact us with questions.

### **Stop Payments**

Stop payments can be issued up to three days prior to your payment date. As with checks, you are responsible for any charges associated with the stop payment. You may be required to provide written confirmation of the stop payment to your financial institution.

Please contact the Village of Buffalo Grove if you have requested a stop payment.

### **Record of Payment**

Your monthly 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 rights concerning an error.

### **Availability of Funds**

You are responsible for having enough money in the account you designated on your payment date. You are responsible for any fees associated with non-sufficient funds. EZ-Pay may be cancelled if two payments are returned within a 12 month period.

### **Payment Date**

You will be notified prior to your first payment. The predetermined amount will be transferred from your checking account on the date your payment is due. If your payment date falls on a weekend or holiday, your account will be debited on the following business day.

### **Termination**

Your service will remain in effect unless we receive written notice from you 30 days prior to the cancellation date or until your service is terminated.

### **Account/Address Change**

Notify the Village of Buffalo Grove of any account or address changes as soon as possible for uninterrupted billing.

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