



Direct Payment Program

What is the Direct Payment Program?

- Direct Payment allows residents to automatically pay their quarterly water/sewer bill directly from their bank account. It saves time and money by eliminating the need to write and mail checks. It also eliminates the chance of late penalties.

How does it work?

- Automatic payment of the amount billed by transfer of funds from the designated account will be made each quarter on the bill's due date.
- If there are insufficient funds in the account to cover the full amount due on the transfer date, charges by both the bank and the City will apply. The City will not be held liable or responsible for the payment of any overdraft charges or other bank fees as a result of an attempted transfer of funds. Two unsuccessful transfers will be cause to terminate a resident's participation in the Direct Payment Program.
- The authorization agreement below will remain in effect until the City receives written notification from the account holder/resident of termination of the agreement. Notice of termination must be received ten days prior to the due date.

How do I apply for the program?

- Complete the authorization form below and return it with a voided check to the City of Palos Heights, Attn: Direct Payment, 7607 W. College Drive, Palos Heights, IL 60463. When the application process is complete, "Direct Payment" will appear on your bill and payment will be automatically debited from your account. For additional information, please contact City Hall at (708) 361-1800.

Direct Payment Authorization Form

I have read and understand the Direct Payment Program information above and I hereby authorize the City of Palos Heights and the financial institution designated, to deduct directly from my account the amounts necessary to make automatic payments for water/sewer services provided by the City of Palos Heights.

Financial Institution Name, City and State

Checking or Savings Account

Routing Number

Account Number

Resident/Account Holder's Name

Water/Sewer Account Number

Service Address

Phone Number

Signature

Date