

Village of



**Utility Services  
START Service Form**

Village of Kenilworth  
419 Richmond Road Kenilworth, IL 60043  
Office: (847) 251-1666 Fax: (847)251-3908  
Email: info@vok.org

**ALL APPLICABLE SECTIONS MUST BE COMPLETE TO BE APPROVED**

**INSTRUCTIONS**

**Customer Information:** Please clearly print your name(s) as you would like them to appear on your bill. Please be sure that the correct property address is indicated on the form, and that the form is legible. All information fields must be filled out.

**Retroactive Billing:** The Village of Kenilworth is unable to prorate bills. Final bills will be calculated from the date that this form is received.

**Owner/Tenant:** If you are a tenant, the owner/tenant agreement form must be filled out and returned to the Village with a \$155.00 deposit.

**NEW CUSTOMER INFORMATION**

<b>Name:</b>	
<b>Property Address:</b>	
<b>Address for Bills (If Applicable):</b>	
<b>Date of Start Service:</b>	
<b>Home Phone:</b>	
<b>Cell Phone:</b>	
<b>Email Address:</b>	
<b>Signature:</b>	

**Are You a Homeowner or a Tenant?** Homeowner  Tenant

Village of



419 Richmond Road  
Kenilworth, IL 60043

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### AUTOMATIC BANK PAYMENT AUTHORIZATION

#### FINANCIAL INSTITUTION INFORMATION

Name of Financial Institution: \_\_\_\_\_

Address: \_\_\_\_\_

Bank Account Number: \_\_\_\_\_ Bank Routing Number: \_\_\_\_\_

Type of Account (circle one):    Checking    or    Savings \_\_\_\_\_

**NOTE: Please be sure to provide accurate bank information in the space provided above. Incorrect information may result in a delay in direct debit processing.**

#### RESIDENT INFORMATION

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Service Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Type of Bill (circle one):    Paper    or    Paperless

E-mail (For paperless billing): \_\_\_\_\_

Water Account Number: \_\_\_\_\_ - \_\_\_\_\_ (12 digits)

*I (we) hereby authorize the Village of Kenilworth and the financial institution designated herein, to initiate automatic deductions by direct debit to my (our) bank account indicated above, in payment of my water/sewer bill. I understand the **automatic withdrawal of the amount billed will be debited on the billing due date as indicated on the bill received.***

*I hereby agree to have such funds available on said due date as specified in this agreement. This authority is to remain in full force and effect until the Village and Depository has received written notification at least thirty (30) days in advance of the date of termination of this agreement from me (or either of us).*

**Signature for Authorization:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**See page 2 for Other Terms and Condition**

**Additional Terms and Conditions  
for  
Direct Debt**

**Pre-Notice and Automatic Payment Commencement**

Upon approval of this application, participants should make arrangements to provide adequate funding in designated account for a typical utility bill. Within 30 days, your account may be pre-noted with a \$0 transaction as a test. Once your automatic payment service is operational, your required payment will be taken from the account you designated on the **due date** of your next bill. Your bill will indicate *Bank Draft* on the payment stub when activated.

**Availability of Funds**

You are responsible for ensuring that sufficient funds are in the designated account on your payment due date and are responsible for any fees associated with non-sufficient funds and any applicable late fees. The Village may cancel your automatic payments if two payments are returned within a twelve (12) month period.

**Record of Payment**

Your bank statement will indicate the amount and date of your automatic payment. For questions about your automatic debit or if the amount withdrawn differs from the amount due on the bill, please notify the Village and your bank within thirty (30) days of the date of the statement in question.

**Payment Date**

The amount due on your bill will be withdrawn from your bank account on the due date noted on the bill. Payment due dates may vary from billing cycle to billing cycle. Please note the specific date on each and every bill received. The Automatic Debit will take effect on your **next** Water/Sewer bill. If you have a current bill please remit your payment by the due date.

**Termination**

Your services will remain active and in effect unless the Village receives thirty (30) days written notice of cancellation in advance of the upcoming billing cycle. Every effort will be made to honor requests. Upon written request, automation payment service will be cancelled as soon as possible.

**Account/Address Change**

Notify the Village of any bank account or billing address changes as soon as possible for uninterrupted direct debit billing.

**Final Bills**

Final bills for real estate transfer, tenant changes, etc. are not eligible for automatic payments. Acceptable forms of payment for final bills are cash or check.

**Contact Information**

Return completed forms to the following address:

Village of Kenilworth  
419 Richmond Road  
Kenilworth, IL 60043

Forms can be mailed, dropped off at Village Hall, faxed to 847-251-3908 or e-mailed to info@vok.org.

**Questions or Comments**

Contact the Village's Office Coordinator at 847-251-1666