



**VILLAGE OF LAKE IN THE HILLS  
LAKE IN THE HILLS AIRPORT  
DIRECT PAY AUTHORIZATION**

**No more late payments! No more checks! No more postage!**

**Direct Pay** makes it more convenient for you to pay your monthly airport payments to the Village of Lake in the Hills. Your monthly payment is automatically deducted from the account you authorized the bank to use, and the money is directly credited to your airport account at the Village of Lake in the Hills on the **due date**. You'll continue to receive an invoice for your records, but you won't have to respond. **Direct Pay** will do it for you.

The Village of Lake in the Hills is only authorized to receive the amount of money that is due on your monthly airport invoice. The Direct Pay system takes care of everything else.

To enroll in **Direct Pay**, please complete the following information and return this form with a voided check by mail to the Finance Department at 600 Harvest Gate, Lake in the Hills, IL 60156, by e-mail to [finance@lith.org](mailto:finance@lith.org), or by fax to (847) 960-7415. If you have any questions, please call the Finance Department at (847) 960-7420.

Customer Name (as on invoice) \_\_\_\_\_

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

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

Daytime Phone Number \_\_\_\_\_

Financial Institution Name \_\_\_\_\_

Bank Transit Routing (ABA) Number \_\_\_\_\_

Bank Account Number \_\_\_\_\_

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

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

**Please continue to make payments until your billing statement indicates that it is "DIRECT PAID."**

**Initial Payment**

Once your completed enrollment application is received it will undergo a “pre-notification” process where a test transaction (zero dollars) is created and used to verify the accuracy of account information provided. Should the pre-notification test fail (incorrect account number or transit routing number) you will be notified and asked to provide corrected information prior to beginning automatic payments. Each pre-notification test takes approximately 10 days to complete. **Please continue to make payments by check until your billing statement indicates that it is “DIRECT PAID.”**

**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 Lake in the Hills if you have requested a stop payment. Once you issue a stop payment, you still remain responsible for paying the bill on time and will be subject to penalties for late 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 sufficient funds in the account you designated on your payment date. As with returned checks, there is a \$25.00 returned item charge on all returned automatic payments for non-sufficient funds. **Direct Pay** may be canceled if two payments are returned within a 12 month period.

**Payment Date**

The predetermined amount will be transferred from your bank account on the **due date**. If this 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 10 business days prior to the due date of your water bill requesting that Direct Pay be discontinued, or until your service is terminated. Additionally, you must provide notice if you have closed your account.

**Account/Address Change**

Notify the Village of Lake in the Hills of any account or address changes as soon as possible for uninterrupted billing.

**Questions**

If you have questions regarding this program, please contact the Finance Department at (847) 960-7420.