

No more postage!

Village of Lake in the Hills Direct Pay

No more checks!

600 Harvest Gate, Lake in the Hills, IL 60156-4803

No more late payments!

No more late fees!

Direct Pay is our new payment service that makes it more convenient for you to pay your monthly Playschool Academy tuition payments to the Village of Lake in the Hills. With today's hectic lifestyle, we were looking for a way to ease the burden of getting your monthly payment to us. That's when we developed **Direct Pay**.

How does it work? Your monthly payment is automatically taken from the account you authorize the bank to use, and the money is directly credited to your 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 billing statement. The **Direct Pay** system takes care of everything else.

If you don't like the service, you may cancel it with written notice to the Village 10 days prior to the end of the month. 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 **Direct Pay** program! Simply fill in the form below, and mail it to the Village of Lake in the Hills. If you have any questions, please call the Finance Department at (847) 960-7420.

Please retain this copy for your record

| | |
|--|------------------------------|
| Customer Name (as on invoice) | |
| Service Address | |
| Mailing Address (if different) | |
| | (Street/City/State/Zip Code) |
| Daytime Phone Number | () - |
| Financial Institution Name | |
| Institution Address | |
| | (Street/City/State/Zip Code) |
| Bank Transit Routing (ABA) Number | |
| Bank Phone Number | () - |
| <input type="checkbox"/> Checking <input type="checkbox"/> Savings Account No. | |
| Authorized Signature | |
| I agree to the terms on the back of this application | |

Return this application along with a voided check to the Village of Lake in the Hills, or fax a copy of these items to (847) 960-7465.

| | |
|--|------------------------------|
| Customer Name (as on bill) | |
| Service Address | |
| Mailing Address (if different) | |
| | (Street/City/State/Zip Code) |
| Daytime Phone Number | () - |
| Financial Institution Name | |
| Institution Address | |
| | (Street/City/State/Zip Code) |
| Bank Transit Routing (ABA) Number | |
| Bank Phone Number | () - |
| <input type="checkbox"/> Checking <input type="checkbox"/> Savings Account No. | |
| Authorized Signature | |
| I agree to the terms on the back of this application | |

Village of Lake in the Hills Direct Pay

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. **You will know that automatic payments are scheduled to begin when your monthly bill indicates “DIRECT PAY.”** Please continue to make payments by check until your billing statement indicates “DIRECT PAY.”

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 enough money in the account you designated on your payment date. As with checks returned for non-sufficient funds, there is a \$25.00 NSF charge, payable by cash or cashier’s check only, 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 days prior to the end of the month requesting that **Direct Pay** be discontinued, or until your service is terminated. Additionally, you must provide the same 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

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