



### REQUEST TO CANCEL OR CHANGE AUTOMATIC PAYMENT

Please use this form to update or cancel your automatic payment. If you wish to start automatic payment, please complete the "Application for Automatic Payment of Utility Bills".

If your current bill is due within **fifteen (15) days** of account change, the amount due will be automatically taken out of the old account. In this case, please leave enough funds to cover the current bill.

Any changes to your automatic payment will need to go to the bank for approval. If your water billing payment stub does not state "**AUTO PAID**", you will need to make a manual payment. Please complete the below information for **update** or **cancel requests**.

**Please Print**

Update:       Cancel:       Date of Request: \_\_\_\_\_

Utility Billing Account Number: \_\_\_\_\_

Name on Account: \_\_\_\_\_ Phone Number \_\_\_\_\_

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

Old Bank Routing Number: \_\_\_\_\_  Checking or  Savings

Old Bank Account Number: \_\_\_\_\_

**Complete the following information ONLY for bank account UPDATE requests.  
For checking you must attach a voided check or a photocopy of a check. For savings you must include a deposit slip.**

*Please Note: The checking/savings account must match the name listed on the utility billing account.*

New Bank Name: \_\_\_\_\_

New Bank Routing Number: \_\_\_\_\_  Checking or  Savings

New Bank Account Number: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

*Submit this form via E-mail, US Mail, or Fax to:  
City of Des Plaines, Utility Billing, 1420 Miner Street, Des Plaines, IL 60016  
E-mail: utilitybilling@desplainesil.gov      Fax: 847.391.5402*