



FINANCE DEPARTMENT

1420 Miner Street
Des Plaines, IL 60016
P: 847.391.5300
desplainesil.gov

APPLICATION FOR AUTOMATIC PAYMENT OF UTILITY BILLS

The City of Des Plaines is pleased to offer utility customers the ability to pay bills automatically. No need to worry about late payment and penalties; it saves checks and time. Just complete the following application and include all necessary documentation. Please Note: The checking/savings account must match the name listed on the utility billing account.

Please Print

Form with fields: Name on Bill, Name of Financial Institution, Utility Account Number, Bank Routing Number, Street Address, Town, State, Zip Code, Account Number, Daytime Telephone Number. Includes checkboxes for Checking or Savings.

For checking you must attach a voided check or a photocopy of a check. For savings you must include a deposit slip.

Please Read and Sign: I authorize the City of Des Plaines and the financial institution listed above to pay the utility bill on the scheduled due date of the bill. Each payment will be the same as if it were personally signed and authorized by me.

I will provide a minimum of thirty days written notice to the City of Des Plaines of any changes regarding the above account, i.e., change of financial institution, account number, etc.

Processing of this application will occur in the next billing cycle (usually four to six weeks). I am responsible for paying my utility bill to the City of Des Plaines until my bill indicates that my direct debit payment program is established.

I understand and agree to the terms of this letter and application.

Signature: _____ Date: _____

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