



City of Rolling Meadows
Enrollment and Authorization Form to Pay Your Utility Bill by Direct Debit
UB@cityrm.org

I authorize the City of Rolling Meadows to deduct funds from my checking or savings account listed below to pay the amounts due on my utility account. Funds will be deducted monthly on the utility bill due date. Once enrolled, I acknowledge that I will receive a monthly utility bill indicating "AUTO PAY – DO NOT PAY". I understand that I can stop these automatic payments if I notify the City's Finance Department in writing. Changes to automatic EFT draft payments may take up to 30 days to become effective. I agree to notify the Finance Department in a timely manner if I change banks or if my account number changes. I understand that there will be an administration fee of \$30.00 charged for amounts up to \$500.00 for non-sufficient funds, closed account, etc. I also understand that if this automatic debit is not honored by my bank or financial institution, my utility account will be assessed a penalty.

ALL INFORMATION MUST BE COMPLETED OR THE ENROLLMENT FORM WILL BE RETURNED.

Please print your name and service location as shown on the City of Rolling Meadows Utility Bill:

UTILITY BILL ACCOUNT NUMBER _____

NAME _____ **DAYTIME PHONE** _____

SERVICE ADDRESS _____ **RM** _____ **PALATINE** _____

AUTHORIZED SIGNATURE _____

E-MAIL ADDRESS _____

To select direct debit using your bank account please check:

Savings (ATTACH VOIDED DEPOSIT SLIP) Checking (ATTACH VOIDED CHECK)

Financial Institution Account Number _____ Routing Number _____

Mail to:
City of Rolling Meadows
ATTN: Finance Department
3600 Kirchoff Road
Rolling Meadows, IL 60008

Drop Off:
Finance Department
3600 Kirchoff Rd
Rolling Meadows, IL 60008
Hours: 8am–4pm Monday thru Friday

Leave:
In **WHITE** drop box located
City Hall parking lot

****Please do not email or fax documents with bank information ****

Contact Finance/Utility Billing at UB@cityrm.org or (847) 394-8500