



You can make your Village of River Forest utility bill payments automatically through a checking or savings account. Advantages of automatic payments include the following:

- 💧 **Convenience** – There are no checks to write, no postage to buy, no driving to the Village Hall, and no waiting in line. It's so easy! You won't have to think about your utility bill each month.
- 💧 **No late fees!** Automatic payments will always be posted to your account on the utility bill due date. As an Automatic Payment Plan customer, you will receive a statement showing consumption and payment amount three weeks prior to processing automatic payments, so you have time to evaluate your bill.
- 💧 **It's FREE!** The Village is authorized to receive only the amount due on your utility bill. There are no fees for this convenient service.

If you have any questions about your bill, please call prior to the due date:

Village of River Forest Utility Billing  
Kathy Kasprzyk  
708-366-8500

## Water Saving Tips



- 💧 **Fix the leaks and drips.** A dripping faucet can waste 20 gallons per day and a leaking toilet can waste 200 gallons of water daily.
- 💧 **Don't flush it away.** Consider replacing old toilets with high efficiency toilets (HET). You can reduce the amount per flush in an older toilet by installing a water-displacement device, which can be as simple as a water bottle filled with sand.
- 💧 **Invest in water-saving mechanisms.** High-efficiency sprinkler heads, washing machines, dishwashers, shower heads, and smart water controllers will help you conserve water without having to think about it.
- 💧 **Lower lawn maintenance.** Adjusting the lawn mower height from 1.5 to 2 inches will shade the roots and hold soil moisture better than short grass. Use grass varieties that require less water. Leaving the lawn clippings on the grass cools the ground and holds moisture.
- 💧 **Scale back the turf...** And add some drought-tolerant, native plants. Watering deeply but less frequently is a good general rule for most plants.



## Tired of writing checks?



## Eliminate one bill from your to-do list with our free, convenient Automatic Payment Plan!

Village of River Forest  
400 Park Avenue  
River Forest, Illinois 60305

## Easy Sign-Up

To sign up for automatic bill payments:

- (1) Complete the Authorization Form in this brochure. See the agreement on the right side.
- (2) Attach a voided check or savings deposit slip.
- (3) Return the completed form and check in person, by mail, or by email to:

Village of River Forest  
Attn: Kathy Kasprzyk  
400 Park Avenue River  
Forest, IL 60305  
[kkasprzyk@vrf.us](mailto:kkasprzyk@vrf.us)

Once the Authorization Form is processed, it may take one billing cycle before the automatic payments are effective. Be sure to pay the balance on your account at the time this form is submitted; a zero balance is required to begin this program. When "AUTO PAID" appears in the amount due box of your statement, the statement amount will be deducted from your bank account on the bill due date.

AUTO PAY AMOUNT APPLIED ON 08/28/2018	\$95.12

DETACH HERE

**ED IF PAYMENT IN FULL IS NOT RECEIVED BY DUE DATE**  
**WITH CHECK PAYABLE TO VILLAGE OF RIVER FOREST**  
**SE DO NOT FOLD OR STAPLE**

ACCOUNT NUMBER: 005678-000  
SERVICE ADDRESS: 1234 PARK AV



<b>AUTO PAID</b>
AMOUNT AUTO PAID \$95.12

1 1 (9999999)  
25-165-03

## Authorization Form

I hereby authorize the Village of River Forest and the financial institution designated to begin deductions for Automatic Payment Plan payments. I understand an electronic funds transfer of the billing amount will be made on the statement due date.

Utility Bill Account Number (XXXXXX-000)

Customer Name (as it appears on your bill)

Address

River Forest, IL 60305

City, State, ZIP Code

Signature

Name (Please Print)

Date

Enter your account information and include a voided check or savings deposit slip.

Routing Number

Account Number

Checking

Savings

## Agreement

This agreement will remain in effect until the Village of River Forest has received written notification of termination. It will be your responsibility to keep the Village informed of any changes in your financial institution. Failure to notify the Village of any changes could result in a late fee on your utility bill (penalty fee) plus an assessment charge of \$25.00 due to insufficient funds. To change your bank account information on file, please submit a new Authorization Form and indicate on the form that you are providing new account information.

Please allow one billing cycle, or about four to six weeks to process your application. Participation in any bill payment program may be terminated if a customer fails to meet the payment requirements under the plan or keep their Village water account in good standing.