



# VILLAGE OF WESTCHESTER

10300 W. Roosevelt Road • Westchester, IL 60154 • (708) 345-0020

## WATER UTILITY DIRECT DEBIT CANCELLATION REQUEST

### INSTRUCTIONS:

- Complete this form to cancel automatic direct debit payments for your Village of Westchester water utility account.
- Please submit this form at least 10 business days prior to your next scheduled payment date.
- You will be responsible for making timely payments by another method once cancellation is processed.
- Submit completed form to Village Hall or email to: westchesterutility@westchester-il.gov

### SECTION 1: ACCOUNT INFORMATION

Account Holder Name (as it appears on water bill):

Service Address:

Utility Account Number:

Phone Number:

Email Address:

### SECTION 2: BANK ACCOUNT INFORMATION (for verification)

Bank/Financial Institution Name:

Last 4 Digits of Account Number:

Name on Account:

Checking

Savings

### SECTION 3: REASON FOR CANCELLATION (optional)

Closing bank account

Moving / Discontinuing service

Switching to different payment method

Other (please specify below)

Additional Comments:

### SECTION 4: AUTHORIZATION & SIGNATURE

By signing below, I authorize the Village of Westchester to cancel the automatic direct debit arrangement for my water utility account. I understand that this cancellation will take effect within 10 business days of receipt, and that I am responsible for ensuring timely payment of my water bill through alternative means. I certify that I am the account holder or am authorized to make changes to this account.

Signature (requires live signature): \_\_\_\_\_

Date:

Printed Name:

### OFFICE USE ONLY

Date Received:

Processed By:

Effective Date:

Account Verified:

Yes

No

Notes: