



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 #: _____

Service Address: _____

Old Bank Routing Number: _____

Old Bank Account Number: _____

Checking: Savings:

Complete the following information **ONLY** for **bank account UPDATE** requests. **Please Print**

New Bank Name: _____

New Bank Routing Number: _____

New Bank Account Routing Number: _____

Checking: Savings:

*For checking, attach a voided check. For savings, attach a deposit slip.

Printed Name: _____ Signature: _____

*Mail this form to City of Des Plaines, Utility Billing, 1420 Miner Street, Des Plaines, IL 60016
Or Fax to: 847.391.5402*