



## Town of Normal E-Z Pay Authorization Form

- E-Z Pay is a FREE Town of Normal Automatic Bill Paying Service.
- E-Z Pay does it all for you. No need to write a check, stand in line to pay or waste a stamp mailing a payment.
- When you sign up for E-Z Pay your bank, credit union or savings and loan automatically pays your Town of Normal utility bill directly from your account.
- Simply indicate which checking account you want your automatic payment deducted from and E-Z Pay works just like any other direct deposit or direct payment program. On the due date, E-Z Pay makes your Town of Normal utility billing payment and records it as a separate item on your bank statement.
- If you ever desire to cancel E-Z Pay, contact us by email at: [billingquestions@normalil.gov](mailto:billingquestions@normalil.gov) or by calling (309) 433-3411, (309) 454-9565 or (309) 454-9710. Our office is open Monday through Friday, 8:30 a.m. to 5 p.m.
- Your regular bill will arrive as usual well before the payment is due. A "Bank account drafted for:" message will appear along with the amount and due date on your statement. If you have any questions, you have plenty of time to contact the Town of Normal Water Department for clarification.
- To get started, complete this E-Z Pay Authorization Form and enclose a "Voided Check". See page 2 for further information about E-Z PAY and returning your completed form.

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### Town of Normal E-Z Pay Authorization Form

\_\_\_\_\_ Yes, sign me up for E-Z Pay

Date \_\_\_\_\_

Customer Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home/Cell Telephone (\_\_\_\_) \_\_\_\_\_

Work Telephone (\_\_\_\_) \_\_\_\_\_

Town of Normal Account Number \_\_\_\_\_

- To sign up for the E-Z Pay Program, complete the authorization form and return it to the Water Department. If desired, you can register more than one utility billing account for E-Z Pay. Include the account number for each account to be added on the E-Z Pay Authorization Form.
- E-Z Pay automatic payments will not cover any already created (electronic or physically printed) bills and will only cover future bills once you have enrolled.
- Customers using the E-Z Pay Program are subject to standard late fees and not sufficient funds (NSF) fees upon notification from your bank.
- Return your completed form and voided check to [billingquestions@normalil.gov](mailto:billingquestions@normalil.gov) or the postal address below:

Town of Normal  
 Attn: Water Department/E-Z Pay  
 PO Box 589  
 Normal IL 61761-0589

- You can also fax your form to (309) 454-9629
- If you have any further questions, please contact our office at (309) 433-3411, 454-9565 or 454-9710. Email @ [billingquestions@normalil.gov](mailto:billingquestions@normalil.gov)



I hereby authorize the Town of Normal to instruct my bank or the financial institution named in this application to make my Town of Normal utility bill payments from the account listed below. I understand that I am in full control E-Z Pay payments. I may discontinue enrollment at any time with written notice to the Town of Normal. Both the Town of Normal and the financial institution reserve the right to terminate this payment plan and/or my participation in it.

Bank or Financial Institution \_\_\_\_\_

Bank Account Number \_\_\_\_\_ Routing Number \_\_\_\_\_

Signature \_\_\_\_\_