



**Chicago Executive Airport**  
1020 South Plant Road  
Wheeling, Illinois 60090

847.537.2580 Phone  
847.537.8183 Facsimile

[www.chiexec.com](http://www.chiexec.com)

## Direct Pay Program

*An Intergovernmental  
Cooperative of the City of  
Prospect Heights and the  
Village of Wheeling*

Chicago Executive Airport has put into place a direct debit program for payment of your monthly permit fees. This ACH (Automated Clearing House) program allows you to have your fees deducted automatically from a checking or savings account and remitted directly to the Airport. No more checks to write or late fees!

This program can be started or stopped at any time. Please see the Airport's **Authorization Agreement for Direct Pay (ACH DEBITS)** for the details. Kindly contact us if you have any questions or suggestions.

Chicago Executive Airport  
[finance@chiexec.com](mailto:finance@chiexec.com)  
1020 S. Plant Rd.  
Wheeling, IL 60090  
847-537-2580 x118  
Fax 847-537-8183

**Memberships:**

Wheeling,  
Prospect Heights  
Chamber of Commerce

National Business  
Aviation Association

Illinois Public  
Airports Association

Government Finance  
Officers Association

Illinois Government  
Finance Officers  
Association

Illinois Aviation  
Trades Association

Chicago Area Business  
Aviation Association

National Air  
Transportation  
Association

Aircraft Owners and  
Pilots Association

## Authorization Agreement for Direct Pay (ACH DEBITS)

I hereby authorize Chicago Executive Airport to initiate debit entries to my Checking or Savings Account as indicated below at the depository financial institution named below, hereafter called BANK, and to debit the same to such account. I acknowledge that the origination of ACH transactions to the account must comply with the provisions of U.S. law.

Hangar or Tiedown # \_\_\_\_\_

Your Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Contact preference: \_\_\_\_\_ Phone \_\_\_\_\_ Email

Account Number: \_\_\_\_\_

9 Digit Routing (ABA) Number: \_\_\_\_\_

What type of account is this?    Checking \_\_\_\_\_    Savings \_\_\_\_\_

Name(s) as listed on the Bank Account:

\_\_\_\_\_

Bank Name and Address: \_\_\_\_\_

\_\_\_\_\_

Amount: As specified in the permit, statement balance, or by agreement.

Frequency: \_\_\_\_\_ Monthly                      \_\_\_\_\_ One time only

This authorization is to remain in full force and effect until Chicago Executive Airport receives written notification from me of its termination 30 days in advance as to afford Chicago Executive Airport and Bank a reasonable opportunity to act on it. I understand that the terms on page 2 are part of this agreement.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Send all notices, including cancellation, to:

[finance@chiexec.com](mailto:finance@chiexec.com)

1020 S. Plant Road, Wheeling, IL 60090

847-537-2580 x118    fax 847-537-8183



**Payment Date**

The predetermined amount will be transferred from your bank account on the 2<sup>nd</sup> of the month. If the 2<sup>nd</sup> falls on a weekend or holiday, your account will be debited on the following business day. In rare instances, the Airport may debit your account after the 2<sup>nd</sup> or the following business day but will never do so earlier than the 2<sup>nd</sup> of each month.

**Initial Payment**

Once your completed enrollment application is received, it will undergo a “pre-notification” process where a test transaction (one cent) is created and used to verify the accuracy of account information provided. Should the pre-notification test fail, you will be notified and asked to provide corrected information prior to beginning automatic payments. Each pre-notification test takes approximately 6 business days to complete.

**Stop Payments:**

Stop payments can be issued up to three business days prior to your payment date. As with checks, you are responsible for any charges associated with the stop payment. You may be required to provide written confirmation of the stop payment to your financial institution.

Please contact Chicago Executive Airport if you have requested a stop payment. Once you issue a stop payment, you still remain responsible for paying the bill on time and are now subject to penalties for late payment.

**Change in Pre-Authorized Amount**

Rents may increase on May 1<sup>st</sup> of each year. You give the Airport permission to increase or decrease your ACH amount for this change.

**Availability of Funds**

You are responsible for having enough money in the account you designated when Chicago Executive debits your account. As with checks returned for non-sufficient funds, there is a \$25 NSF charge on all returned automatic payments for non-sufficient funds. Chicago Executive reserves the right to change the fee without notice. ACH payments may be cancelled if two payments are returned within a 12 month period.

**Record of Payment**

Your monthly bank statement will indicate the amount and date of your automatic transfer. Retain this record as proof of payment for future reference regarding your billing. If a question arises regarding your transfer or if the amount differs from your bill, you must notify us and your financial institution within 30 days of the date of the questioned statement. Your financial institution will advise you of your rights concerning an error.

**Termination/Account Closure**

Your permit charges will remain in effect unless we receive a 30 day written notice from you that you are vacating your hangar or tie down. Additionally, you must provide us with notice 10 business days prior to the 2<sup>nd</sup> of the month if you have closed your account.

**Account/Address Change**

Notify Chicago Executive Airport of any account or address changes as soon as possible.

**Questions**

If you have questions concerning this program, please contact us at (847) 537-2580 x118 or [finance@chiexec.com](mailto:finance@chiexec.com)