

Village of Lake Villa
Metra Pre-Pay Parking Program
Enrollment Form

Return this form, a voided check, and \$34 initial payment (cash/check) to: Village of Lake Villa, P.O BOX 519, Lake Villa, and Illinois 60046

Please print clearly.

Name: _____

Address: _____
Street

City State Zip

Phone Number: _____

E-mail: _____

I agree to the terms stated below.

Signature _____

Agreement & Disclosure Statement:

Pre-Pay Program Acknowledgment: I have read and understand the rules & regulations concerning the Village of Lake Villa's Metra Pre-Pay Parking Program. I acknowledge that the Pre-Pay Program is for unlimited parking each month and no refunds will be given based on lot usage. If my hang tag is not returned to Village Hall by the return date of a specific month, the withdrawal will be made and no refunds will be given.

Automatic Debit: The initial \$34 (payable by cash or check) fee is payment for the first month of unlimited parking. The \$34 automatic debit will begin the following month and will continue until the hang tag is returned to the Village Hall. I am responsible for having sufficient funds in my account on the payment date and for any fees associated with non-sufficient funds. Pre-Pay may be cancelled by the Village if two payments are returned within a 12-month period.

Record of Payment: My monthly bank statement will indicate the amount and date of auto pay. I will retain this record as proof of payment and contact the Village within 60 days if a question arises.

Payment Date: \$34 will be transferred from my account on the 1st of each month. If the 1st falls on a weekend or holiday, my account will be debited the next business day.



How does auto debit work?

\$34 will be transferred from your account on the 1st of each month. If the 1st falls on a weekend or holiday, your account will be debited on the next business day.

Insufficient Funds

The Village may notify you if funds were unable to be withdrawn. You must then pay that month's fee using cash or check at the Village Hall. Even if adequate funds are available in your account after a withdrawal has been attempted, the Village must receive cash or check payment. In addition, your account will be charged a \$25 penalty. To avoid a penalty, please ensure you have sufficient funds in your bank account prior to the 1st of the month.

New Bank Account

Please notify the Village of a bank account or address change as soon as possible. You must provide new bank account information at least 5 business days before the 1st of the month to avoid a withdrawal from the old account.

If we are unable to process an automatic withdrawal from your bank account, your hang tag will be invalid. Invalid hang tags will be ticketed.

Please note: It is ultimately your responsibility to check the \$34 fee has been withdrawn the 1st of the month.



Lake Villa

Metra Pre-Pay
Parking Program



\$34/month

Enjoy the convenience of
pre-pay parking:

- Unlimited monthly Metra parking
- Enroll only once & auto pay each month
- No need to pay the daily Metra pay box fee!



Program FAQ's

How does the program work?

The Pre-Pay Parking Program provides unlimited monthly parking at the Lake Villa Metra parking lot. Once enrolled, you will receive a hang tag for your vehicle in lieu of paying the daily fee at the Metra pay boxes.

Please read all of the program details to avoid unnecessary parking tickets.

Will the program save me money?

The Pre-Pay Parking Program is for unlimited monthly parking. The fee is not based on the number of times you park in the lot. Therefore, the Village will not prorate or credit your account based on usage. The program is designed for convenience, not savings.

When does the program begin?

An initial \$34 payment is required for the first month. The monthly \$34 fee will then be automatically withdrawn from your bank account on the 1st of every month after your initial payment.

The program begins on the 1st of the month after your initial payment is received. You must pay for parking using the Metra pay boxes until Pre-Pay Parking begins.

How do I enroll?

To enroll, provide the following:

- 1) A completed *Metra Pre-Pay Parking Program Enrollment Form*
- 2) A voided check
- 3) \$34 initial payment for 1st month (cash/check)

In-Person

If you bring your enrollment to the Village Hall during business hours, a hang tag will be provided to you at that time.

Lake Villa Village Hall
Monday-Friday 8:30 a.m. - 4:30 p.m.

Mail/Drop-Off

If you mail or drop-off your enrollment, a hang tag will be mailed to you 3-5 business days after receiving your enrollment. **Please note: You must continue to pay for parking using the Metra pay boxes until your hang tag is received.**

- Mail to: Village of Lake Villa
P.O. Box 519
Lake Villa, IL 60046
- Drop off: A 24-hour mail slot is located at the Village Hall entrance.

How does the hang tag work?

Place the hang tag on your vehicle's rearview mirror. If your hang tag is not visible, your vehicle will be ticketed. Tickets will not be voided even if the owner shows proof of Pre-Pay Parking enrollment.

The purchase of a hang tag does not guarantee a parking space in the lot. **Spaces will remain to be on a first-come, first-served basis.**

A hang tag can be transferred to any vehicle.

If your hang tag is lost or stolen contact the Village Hall at 847-356-6100. You will be issued a new hang tag at no charge for the first time. There is a \$5 fee for additional lost hang tags.

How do I cancel or resume the program?

To cancel, return your hang tag to the Village Hall at least 5 business days before the withdrawal date (1st of every month) to ensure your account will not be charged. You must return your hang tag to the Village Hall during business hours or using the 24-hour mail slot. **Do not mail your hang tag - delivery dates cannot be guaranteed.**

Please note: It is your responsibility to return the hang tag by the designated date to cancel the program or your account will be charged and no refunds will be given.

To resume the program, please provide a new *Metra Pre-Pay Parking Program Enrollment Form*. (Available at lake-villa.org or the Village Hall.)