

## Fox River Grove Pre-Pay Parking Program Enrollment Form

Return this form, a **voided check**, and **\$40 initial payment** (cash/check) to: Village of Fox River Grove, 305 Illinois St., Fox River Grove, IL 60021

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 concerning the Fox River Grove Pre-Pay Parking Program. I acknowledge that the 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 refunds will not be given.

**Automatic Debit:** The initial fee (payable by cash or check) is payment for the first month of unlimited parking. The monthly fee automatic debit will begin the following month and 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 30 days if a question arises.

**Payment Date:** The monthly fee will be transferred from my account on the 1<sup>st</sup> of each month. If the 1<sup>st</sup> falls on a weekend or holiday, my account will be debited the next business day.



## How does auto debit work?

The monthly fee will be transferred from your account on the 1<sup>st</sup> of each month. If the 1<sup>st</sup> 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The Village may notify you if funds were unable to be withdrawn.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 a cash or check payment. Your bank may charge an additional fee to the Village that will get applied to your account. To avoid a \$25 nsf fee please ensure you have sufficient funds in your bank account prior to the 1<sup>st</sup> 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 1<sup>st</sup> 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.



## Fox River Grove Pre-Pay Parking Program



## \$40/month

**Municipal Parking Lot  
Located off Opatrny Drive  
(entrance on Lincoln Ave.)**

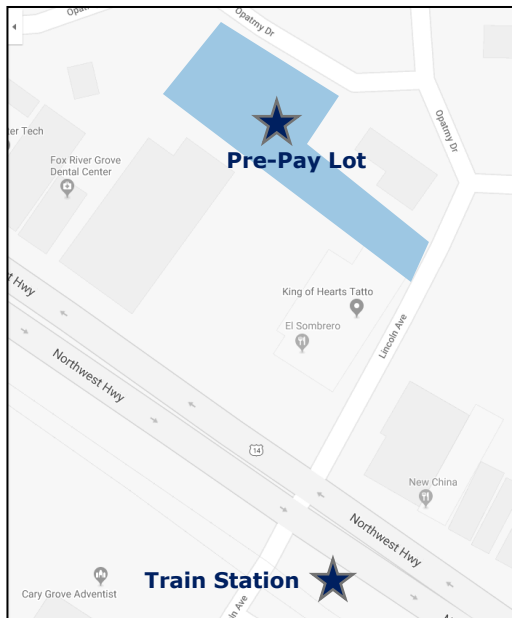
- Unlimited monthly parking
- Enroll once & auto pay each month
- No need to pay a daily fee

# Program FAQ's

## How does it work?

The parking program provides unlimited monthly parking at the Fox River Grove Pre-Pay parking lot on Opatrny Drive.

Commuters may use the crossing at Linclon Ave. and Route 14 to reach the train station.



Once enrolled, you will receive a hang tag for your vehicle. **Please read the program details to avoid unnecessary parking tickets.**

The program is designed for convenience, not savings. The monthly fee is not based on how many times you park. Therefore, the Village does not pro-rate or credit your account based on usage.

## When does the program begin?

The initial payment is required for the first month. The fee will be automatically withdrawn from your account on the 1<sup>st</sup> of every month after your initial payment.

The program begins on the 1<sup>st</sup> of the month after your initial payment is received. You must park in an alternate location until you have a hang tag and Pre-Pay Parking begins.

## How do I enroll?

To enroll, provide the following:

- 1) A completed *Enrollment Form*
- 2) A voided check
- 3) Initial payment for 1<sup>st</sup> month (cash/check)

### In-Person

If you bring your enrollment to the Village Hall, a hang tag may be provided to you.

### 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. **You may not park in the lot until your hang tag is received.**

- Mail to: Village of Fox River Grove  
305 Illinois St.  
Fox River Grove, IL 60021
- Drop off: A 24-hour drop box is located at the Village Hall entrance.

Call the Village Hall at 847-639-3170 or email [village@foxrivergrove.org](mailto:village@foxrivergrove.org) with questions.

## 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 specific parking space in the lot. **Please note: The reserved spaces near the church are not affiliated with the Village or this program.**

A hang tag can be transferred to any vehicle.

**Lost Hang Tags:** Contact the Village Hall at 847-639-3170 if your hang tag is lost or stolen. 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 (1<sup>st</sup> 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 drop box. **Do not mail your hang tag – delivery dates cannot be guaranteed.**

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 *Pre-Pay Parking Program Enrollment Form*. (Available at [foxrivergrove.org](http://foxrivergrove.org) or the Village Hall.)