Village of Libertyville
POLICE DEPARTMENT

Prairie Crossing CONVENIENCE PASS Parking Program — $40/month

Libertyville's Convenience Pass Program allows unlimited monthly parking in any Prairie Crossing Metra station space. The parking fee of $40/ month is paid via auto-debit withdrawal from your checking account. A hangtag is provided for display on rear-view mirror.

IMPORTANT dates to remember

1-30 (31st) of month - hangtag valid
25th of month - auto-debit of account.
15th of month - discontinue program.

Hangtag must be returned and received at Libertyville Police by the 15th of the month. Hangtags received after the 15th will be charged in full for the upcoming month.

Lost or stolen hangtags need to be reported to the Libertyville Police Department. Replacement fee is $5.00. Auto-debit failures will invalidate the hangtag. Invalid hangtags will be ticketed.

Hangtag must always be displayed on rear-view mirror. Failure to display will result in a ticket, regardless of hangtag proof of purchase.

return applications to:

Libertyville Police Department
200 East Cook Avenue
Libertyville IL 60048

Questions? Call 847-918-2038

APPLICATION — Convenience Pass

Parking at Prairie Crossing / Libertyville Metra Station

Name _____ phone _____

email: ***tab between blocks, or print one character per block:***

Address _____ City, State, Zip _____

Application requires:

☐ $ 40.00 (check or cash) for 1st month starting _____ month & year

☐ voided check from account to be debited for future months

By this application and signature, I agree to all terms stated within this application.

Signature _____ Date _____

AUTOMATIC DEBIT
Your account will be automatically debited $40.00 on the 25th of each month, following the first month of enrollment in the program. If the 25th falls on a weekend of holiday, the account will be debited on the next business day. You are responsible for having sufficient funds in the account on this date, and responsible for any fees due to non-sufficient funds. An auto-debit failure will invalidate the hangtag.

DISCONTINUE AUTOMATIC DEBIT
Hangtag must be physically returned and received at the Libertyville Police Department by the 15th of the month in order to discontinue auto-debit. Hangtags received after the 15th of the month will be charged in full for the upcoming month.

ACCOUNT CHANGES
If debited account or address changes, call 847-918-2038 with new information.

RECORD OF PAYMENT
Your monthly bank statement will indicate the amount and date of automatic debit and is your proof of payment. If a question arises regarding the debit, notify us and your bank within sixty (60) days.

NO REFUNDS OR PRORATED CREDITS WILL BE ISSUED FOR CONVENIENCE PASSES