



# Utility Pre-Authorized Payment Plan Authorization Form

## The Corporation of the Township of Perth East

### **BENEFITS OF THIS PLAN:**

- \$ Easier on your budget, spread payments out without any special interest or service charges.
- \$ Save the cost of postage or special trips and line-ups to pay your water bills.
- \$ Avoid late payment or worrying about missing due dates.

### **ENROLLMENT ELIGIBILITY:**

- \$ You must have no arrears outstanding on your account.

### **HOW THE PLAN WORKS:**

- \$ The regular instalments (six times a year) are deducted from your bank account on the due dates, which are indicated on the utility bill.

### **TERMS AND CONDITIONS:**

- \$ Enrolment in the Pre-Authorized Payment Plan is automatically renewed each year
- \$ If, **FOR ANY REASON**, a payment is returned, you will be subject to a finance charge and applicable penalties. The amount of the returned payment plus finance charge and applicable penalties will be added to your next month's payment. If any two (2) payments should be returned, your enrolment in the Utility Pre-Authorized Payment Plan will be terminated and you will be billed directly.
- \$ If, **FOR ANY REASON**, you wish to withdraw from this payment plan, or if your banking information changes, **YOU MUST** notify the tax office **IN WRITING** at least **THIRTY (30) DAYS BEFORE** the next Pre-Authorized payment is due.

### **HOW TO ENROLL:**

- \$ Complete and sign the Authorization Form and attach an unsigned blank cheque marked "VOID".
- \$ Authorization forms **MUST BE RECEIVED** no later than 5 business days prior to payment withdrawal

**ENROLLMENT DEADLINE: 5 DAYS PRIOR TO PAYMENT WITHDRAWAL**

### **FOR FURTHER INFORMATION, CONTACT THE OFFICE.**

PO Box 455, 25 Mill St. E.  
Milverton, Ontario N0K 1M0  
Phone (519) 595-2800 — Toll Free 1-888-712-0618 — Fax (519) 595-2801



## Utility Pre-Authorized Payment Plan Authorization Form

### The Corporation of the Township of Perth East

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

Property Location: \_\_\_\_\_

Owner Name(s): (1) \_\_\_\_\_

(2) \_\_\_\_\_

Telephone Number(s):

Residence: ( ) \_\_\_\_\_ - \_\_\_\_\_

Business (1): ( ) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

Name of Financial Institution: \_\_\_\_\_

**PLEASE ATTACH A VOID CHEQUE OR PRINT COPY OF YOUR ACCOUNT INFORMATION FROM YOUR BANK**

I / We hereby authorize the above Financial Institution to debit my / our account on the date indicated by our selection of either Plan (1) or Plan (2), for all property tax payments payable to the Corporation of the Township of Perth East.

I / We accept the terms and conditions herein defined and authorize the Township of Perth East to begin deductions for payment of my / our tax account. I / We will ensure that the funds will be available pursuant to the payment plan type selected above to cover said withdrawal. Insufficient funds will result in finance charges as applicable, and possibly cancellation by the Township of my / our enrolment in the payment plan.

Your treatment of each payment shall be the same if I / we had personally issued a cheque authorizing you to pay as indicated and to debit the amount specified to my / our account.

This authority is to remain in effect until cancelled by either myself or the Township of Perth East. Any delivery of this authorization to you constitutes delivery by me / us.

\_\_\_\_\_  
 \*\* Authorized Signature (1)                          Date

\_\_\_\_\_  
 \*\* Authorized Signature (2)                          Date

\*\* If more than one signature is required for withdrawals against the account number specified, all authorized signatures must be given.

**PRINT COPY OF YOUR ACCOUNT INFORMATION FROM YOUR BANK  
OR  
ATTACH VOIDED CHEQUE HERE**

Mail To:  
 The Corporation of the Township of Perth East  
 PO Box 455, 25 Mill Street East  
 Milverton, ON N0K 1M0