



UTILITY Pre-Authorized Payment Plan Authorization Form

The Corporation of the Township of Perth East

Utility Account Number: _____

Utility Service Location: _____

Owner(Customer) Name(s): _____

Owner (Customer) Address:
(if different from service address) _____

Telephone Number(s):

Residence: (_____) _____ - _____

Business (1): (_____) _____ - _____ Business (2): (_____) _____ - _____

Name of Financial Institution: _____

Account Number: _____ Branch Number: _____

Branch Address: _____

Transit Number: _____

I / We hereby authorize the above Financial Institution to debit my / our account on the date due for all water utility 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 water utility account. I / We will ensure that the funds will be available to cover said withdrawal. Insufficient funds will result in finance charges as applicable, and possibly cancellation by the Township of my / our enrollment 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 either by myself or the Township of Perth East. Any delivery of this authorization to you constitutes delivery by me / us.

** Authorized Signature (1) Date Print Name

** Authorized Signature (2) Date Print Name

** If more than one signature is required for withdrawals from this account, all authorized signatures must be given.

ATTACH VOIDED CHEQUE HERE

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

BENEFITS OF THIS PLAN:

- Ease of payment.
- Saves the cost of postage or special trips and line-ups to pay your water bills.
- Avoids late payment or worrying about missing due dates.

ENROLLMENT ELIGIBILITY:

- You must have no outstanding arrears on your account.

HOW THE PLAN WORKS:

- The payment is deducted from your bank account on the due dates .
- Due dates are days from the billing date, and are indicated on the corner of the water bill.

TERMS AND CONDITIONS:

- Enrolment in the Pre-Authorized Payment Plan is automatically renewed each year and information about the next year's payment amount will be sent to customers annually.
- 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 a 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 Utilities 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 Township 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 (on the back) and attach an unsigned blank cheque marked "VOID". (If you have more than one utility account, please complete and attach a separate form for each individual account.) To ensure your payment is debited from your bank account on the due date authorization forms **MUST BE RECEIVED** no later than the first of the month to ensure your enrolment in the Pre-Authorized Payment Plan.
- Completion and submission of the enrolment form is deemed to be acknowledgement that individuals enrolling in the plan have read and understand the terms and conditions outlined above.

FOR FURTHER INFORMATION PLEASE CONTACT

TOWNSHIP OF PERTH EAST
Box 455, 40 Temperance Street
Milverton, Ontario N0K 1M0

Phone (519) 595-2800 — Toll-Free 1-888-712-0618 — Fax (519) 595-2802