



ELECTRONIC FUND TRANSFER/PRE-AUTHORIZED PAYMENT AGREEMENT

WHAT IS AN ELECTRONIC FUND TRANSFER/PRE-AUTHORIZED PAYMENT AGREEMENT?

If you have a bank account with chequing privileges at any financial institution, trust company or credit union, you can take advantage of this system. Complete and sign the authorization form on page 2 of this form and return it along with a cheque marked "VOID" or your direct deposit form supplied by your banking institution. This will serve as the Township's authorization to automatically withdraw the identified payment from your bank account on a payment option basis depending on the option selected by you on this form.

RULES AND CONDITIONS OF THE AGREEMENT:

1. There will be a \$30.00 handling charge for any payment request that is refused by your bank due to insufficient funds or a closed account. A second occurrence will automatically cancel this agreement. The Township of Essa does not assume responsibility for receipt of inaccurate banking data. Any outstanding amounts will become due immediately.
2. Should your banking information change at any time, a new Electronic Fund Transfer/Pre-authorized Payment Agreement must be completed.
3. You must provide the Township of Essa with written notification of any change in bank accounts or residence.
4. You may revoke/cancel this agreement at any time, within ten (10) days of the due date, by providing written notice to the Township of Essa.
5. You have certain recourse rights if any debt does not comply with this agreement. For example, you have the right to receive reimbursement for any debt that is not authorized or is not consistent with the Electronic Fund Transfer/Pre-authorized Payment Agreement.

Please contact the Township Office at (705) 424-9917 if you require further information.

I hereby authorize the Township of Essa to withdraw payments from my bank account to pay the item due, as indicated, in the following manner: (Check OPTION 1 **OR** OPTION 2 and complete the required information.)

OPTION 1 – ONE-TIME PAYMENT AMOUNT

The Township of Essa will withdraw the total amount, as indicated below, on a one-time basis. A one-time authorized amount of \$_____ is to be withdrawn from my account below.

Please check which item your payment is for and complete the required information:

Parking Ticket # **00**□□□□ License Plate # _____

Building Permit # **20**□□-□□□□

Tax Certificate – Property Address: _____ Closing Date: ____/____/____
yyyy / mm / dd

Township of Essa Invoice #: **IVC000000000**□□□□□

Payment for Other Item (Specify): _____

OPTION 2 – WITHDRAW ALL CURRENT AND FUTURE INVOICED AMOUNTS DUE

The Township will withdraw current and future amounts on current and future invoice due dates.

Recurring pre-authorized payments for current and all future invoiced amounts to be withdrawn on the invoice due dates, due currently and thereafter.

Type of Service: PERSONAL _____ BUSINESS _____

Account Number/Name: □□□□□□□□□□ (Indicated on Twp Invoice—upper, right corner)

Name of Person or Organization: _____

Mailing Address: _____

Phone Number: (Bus.) _____ (Res.) _____

Email Address: _____

Financial Institution: _____

Bank #: □□□ Transit #: □□□□□ Account #: _____

Authorized Signature: _____ Date: _____

Personal Information contained in this form is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M56 and will be used only for the purposes for which its collection was intended. Questions about this collection should be directed to the MFOI Coordinator at the Township of Essa.