PRE-AUTHORIZED QUARTERLY PAYMENT PLAN FOR WATER & SEWER INVOICES

WHAT IS A PRE-AUTHORIZED QUARTERLY PAYMENT PLAN?

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. Just complete and sign the authorization form at the bottom of this page, tear it off, and return it with a sample cheque marked "VOID". This will serve as the Township's authorization to automatically withdraw your water and sewer payment from your bank account on the **DUE DATE**. This is not a monthly payment plan. The amount withdrawn will be the exact quarterly amount shown on your water and sewer invoice. If you have any questions regarding our Pre-authorized Quarterly Payment Plan, please call the Utility Department at (705) 424-9917 ext. #127 for further information.

WATER & SEWER INVOICE/DUE DATE SCHEDULE 2011

UTILITY BILLING PERIOD	UTILITY DUE DATE
January 1st to March 31st, 2011	Friday, April 30th, 2011
April 1st to June 30th, 2011	Saturday, July 31st, 2011
July 1st to September 30th, 2011	Sunday, October 31st, 2011
October 1st to December 31, 2011	Monday, January 31st, 2012

RULES AND CONDITIONS OF PLAN:

1. There will be a $20.00 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 your automatic withdrawal arrangements. The Township of Essa does not assume responsibility for receipt of inaccurate banking data. Any outstanding amounts will become due immediately.
2. You must provide the Township with written notification of any change in bank accounts or residence, or the sale of your property. A lawyer's letter is not sufficient.
3. Should your banking information change at any time a new Pre-Authorized Payment form must be completed.
4. I may revoke/cancel my authorization at any time, within ten days prior to the due date, by providing written notice to the Township of Essa.
5. I have certain recourse rights if any debit does not comply with this agreement. For example, I have the right to receive reimbursement for any debit that is not authorized or is not consistent with the PAD agreement.

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COMPLETE ALL INFORMATION BELOW, SIGN, TEAR OFF & RETURN TO THE TOWNSHIP OF ESSA WITH A CHEQUE MARKED "VOID"

I hereby authorize the Township of Essa to withdraw quarterly payments from my bank account to pay my water and/or sewer invoice on the **DUE DATE.**

Utility Account Number _____ Date:_____

Name (s) (**print**) _____

Type of Service: Personal _____ Business _____

Address _____

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

Financial Institution (FI):_____

FI Account Number:_____ FI Transit Number:_____ FI Bank Number:_____

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.

PLEASE DON'T FORGET – TO ATTACH A CHEQUE MARKED "VOID"