

**WATER PRE-AUTHORIZED PAYMENT PLAN
SCHEDULED MONTHLY OR QUARTERLY PAYMENT PLANS**



BENEFIT OF THIS PLAN:

- Savings on postage and trips to pay your bills.
- No late payment charges or missed payments.
- Easier on your budget by spreading payments out without special interest or service charges.

HOW THE MONTHLY PLAN WORKS:

- The current water rates will be applied to your previous years consumption plus an additional 5% and then divided into 10 equal payments. This amount will be deducted directly from your bank account on the **16TH** of each month from January to October.
- Any remaining balance due for your water account will be deducted directly from your bank account on the **16TH** of November. You will be notified prior to this date as to the amount of the final payment.
- Your enrollment in the Pre-Authorized Payment Plan will be confirmed with completion and return of the form attached, by **December 1st**.
- You will still receive a quarterly water bill for your INFORMATION ONLY.

HOW THE QUARTERLY PLAN WORKS:

- Your actual Quarterly Billed Amount will be deducted directly from your bank account on the due date stated on your water bill.
- Your enrollment in the Pre-Authorized Payment Plan will be confirmed with completion and return of the form attached, by **December 1st**.
- You will still receive a quarterly water bill for your INFORMATION ONLY.

TERMS AND CONDITIONS:

- Enrollment in the pre-authorized payment plan is automatically renewed each year and information about the next year's payment amount will be sent to you.
- 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 payments should be returned, your enrollment in the Pre-Authorized Payment Plan will be terminated.
- If, **FOR ANY REASON**, you wish to be removed from this payment plan, or if your banking information changes, **YOU MUST** notify the Town Office **IN WRITING** at least **THIRTY (30) DAYS BEFORE** the next pre-authorized payment is due.

HOW TO ENROLL:

- Complete and sign the attached Authorization Form and attach an unsigned blank cheque marked "VOID".
- Submit your form to the Town Office by **DECEMBER 1**, of the current year to ensure your enrollment in next years Pre-Authorized Payment Plan. (Ie: December 1st 2008 for 2009 PAP plan.)

FOR FURTHER INFORMATION, CONTACT THE TOWN OFFICE.

**PRE-AUTHORIZED PAYMENT PLAN
AUTHORIZATION FORM**



Water Account #: _____

Customer Name: _____

Address: _____

Telephone: **Res.** (____) _____ **Bus. 1:** (____) _____

Bus. 2: (____) _____

Choose one: **Monthly** **Quarterly**

I/We hereby authorize the Financial Institution shown on the attached cheques to debit my/our account each month/quarterly as indicated above for all payments payable to the Corporation of the Town of Erin.

I/We accept the terms and conditions herein defined and authorize the Town of Erin to begin deductions for payment of my/our water account for the amount specified. I/We ensure that the funds will be available each month/quarterly to cover withdrawal and that insufficient funds will result in finance and penalty charges as applicable and possibly cancellation of my/our enrollment in the payment plan.

This authority is to remain in effect until cancelled by either myself or the Town of Erin by written notification and a given reasonable opportunity to act. 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 shown on the attached cheques, all authorized signatures must be given.**

PLEASE ATTACH VOID CHEQUE HERE

Mail to: **Town of Erin Water Dept.
5684 Trafalgar Rd.
R. R. # 2
Hillsburgh, ON N0B 1Z0**