



**TOWN OF  
WHITCHURCH-STOUFFVILLE**

111 Sandiford Drive, Stouffville, ON L4A 0Z8

**Customer Service Centre:** 905-640-1900  
 Toll Free: 1-855-642-TOWN (8696)  
**Automated:** 905-640-1910  
 Toll Free: 1-855-642-TOWS (8697)  
**Fax:** 905-640-7957  
[www.townofws.ca](http://www.townofws.ca)

## PRE-AUTHORIZED WATER PAYMENT PLAN

I/We want to register for the Pre-Authorized Water Payment Plan:

**Billing Name(s):** \_\_\_\_\_

\_\_\_\_\_

**Property Address:** \_\_\_\_\_

\_\_\_\_\_

**Telephone Number:**      **Res:** (  ) \_\_\_\_\_

**Bus:** (  ) \_\_\_\_\_

**Water Account Number:** \_\_\_\_\_

*(If Known)*

***Attach  
Blank, Unsigned Cheque Marked "VOID"  
or Bank Form***

I/We authorize the Town of Whitchurch-Stouffville to begin deductions for payment of my/our water account for the amount specified. I/We ensure that the funds will be available to cover the withdrawal. Insufficient funds will result in service charges as applicable and possible cancellation of my/our enrollment in the payment plan. This authority will remain in effect until cancelled by either myself or the Town of Whitchurch-Stouffville with at least fourteen (14) days written notice.

I/We have certain recourse rights if any debit does not comply with this agreement. For example, I/we have the right to receive reimbursement for any debit that is not authorized or is not consistent with the PAD agreement. To obtain more information on my/our recourse rights, I/we may contact my/our financial institution or visit [www.cdnpay.ca](http://www.cdnpay.ca).

Authorized Signature (1)	Date
Authorized Signature (2)	Date

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

**How the Plan Works**

It's a modern, easy method to make worry-free payments, even if you are away for an extended period of time. Simply fill in the application on the reverse side of this form and return it along with a voided cheque and we'll do the rest.

Your water payment in the amount shown on your bill will automatically be withdrawn from your financial institution on or about the due date indicated on your quarterly water bill.

**What are the Benefits?**

As a water consumer you will no longer have to worry about missed due dates or late payment charges. Your payments will be automatically deducted on the due date indicated on your quarterly water bill and will be recorded by your financial institution on your account statement.

**Who is eligible?**

You are eligible if your water account is up to date. If you are not up to date, any amount owing must be paid prior to enrollment.

**Is it Confidential & Safe?**

Yes. The Town's bank handles all of the payment transactions. Access to your account is limited solely to the withdrawal amount of water payment funds as authorized. Account information regarding balances and other transactions are not available to the Town.

**How much will my monthly payments be and will it change?**

You will be notified of the amount of your payment on your quarterly water bill. Your payment may change depending on your water consumption.

**What if I miss a Payment?**

If more than one payment is dishonoured by your financial institution for any reason, your enrollment in the plan may be cancelled and your water account will revert to the regular billing system. Your water account will be subject to the standard penalty charges. A service fee will be applied to your account in response to the returned payment.

**Can I withdraw from the Plan?**

Yes. To withdraw, at any time, send a note to the Town, Treasury department stating your decision to cancel and your water account will revert to the regular billing system. Your written request must be received at least fourteen (14) days prior to the next scheduled payment. Notice of less than fourteen days cannot be accommodated.

**What if I sell my property?**

Simply notify the Treasury Department in writing as soon as possible, stating the closing date of the sale. We will ensure that deductions stop at the appropriate time. We do require at least fourteen (14) days to do so.

**How do I Join?**

Fill in the application on the reverse side of this form. Attach a cheque marked "VOID" to the application and return both to us.