



PRE-AUTHORIZED WATER PAYMENT PLAN

Submit by email to:
Water Department water@townofws.ca

I/We want to register for the Pre-Authorized Tax Payment Plan: **All information must be completed**

Billing Name(s): _____

Property Address: _____

Telephone Number: Res: () _____

Bus: () _____

Email Address: _____

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 for each billing 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. **** Please initial here: _____ ******

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.

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.

Town of Whitchurch-Stouffville
111 Sandiford Drive,
Stouffville, Ontario L4A 0Z8
water@townofws.ca
905-640-1910 ext. 2331 or 2242

PRE-AUTHORIZED TAX PAYMENT PLAN
It's easy and it's convenient

❑ 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.

Email your application to water@townofws.ca

What are the Benefits?

You will no longer have to worry about missed due dates or late payment charges. Your payments will be automatically deducted from your bank account on the due date.

❑ 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 to us.

You may email to water@townofws.ca.

❑ 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 of water payment funds as authorized. Account information regarding balances and other transactions are not available to the Town.

❑ What if I miss a Payment?

If more than one payment in a year 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, complete the Pre-authorized Cancellation form found on our website (townofws.ca) and email to the Water Department and your water account will revert to the regular billing system. **Your written request must be received by the end of the month prior to the month that you want the cancellation to take effect.** (example: submit by end of June for July cancellation)

❑ What if I sell my property?

Simply complete the Cancellation form located on our website (townofws.ca) and email directly to the Water Department (water@townofws.ca), 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.**