



**Customer Agreement & Authorization Form
Pre-Authorized Payment &
Equal Payment Plan**

Water Account Number: _____

Name: _____

Name (Secondary): _____

Property Address: _____

Mailing Address: _____

(if different from the property address)

Home Phone # : (____) ____ - ____ Business Phone # : (____) ____ - ____

Email: _____

Payment Plan Option

Option #1 Pre-Authorized Payment Plan (PAP)

Due Date

The exact amount will be withdrawn on the due date.

Option # 2 Equal Payment Plan (EPP)

An equal payment will be withdrawn on the 1st or 15th of the month, and the monthly amount will be calculated for you by the utility clerk.

1st of the month

15th of the

\$ _____ per month

Start Date: _____

Signature of Account Holder:

Signature of Joint Account Holder:

Name: _____

(Please Print)

Name: _____

(Please Print)

Date: _____

Date: _____

Please complete all sections of the Pre-Authorized Payment/Equal Payment Application Form which will instruct The Municipality of Meaford to withdraw payments directly from your account (regular chequing or savings accounts only). You must also attach a blank cheque marked "VOID" in order to complete application.

Please complete and return to:

**Municipality of Meaford
21 Trowbridge St. West
Meaford, Ontario N4L 1A1**

**Phone: (519)538-1060
Fax: (519)538-5240
Email: water@meaford.ca**

Please see the reverse for complete program details.



Please complete and return to:

**Municipality of Meaford
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Option #1 Pre-Authorized Payment Plan

With the Pre-Authorized Payment Plan we will automatically deduct the payment directly from your bank account each due date. Your water bill will be processed and sent to you via paper or e-bill before each due date indicating the amount due. This method of payment will ensure no late charges and your bill is paid if you are away.

Option #2 - Equal Payment Plan

This option is a fixed monthly amount based on the previous consumption at your residence. The fixed amount is deducted from your bank account on the 1st or 15th (your choice) of the month. Your monthly water bill is still sent to you showing the balance of your account. The program ends with the October payment, then all the accounts are reviewed, and if necessary adjusted. **Should a payment be required to bring your account to a zero balance it will be automatically deducted from your account.** If we owe you, we will credit your account. The program is available anytime throughout the year, and your account will need to be at a zero (0) balance to start the program. With this method of payment you have a fixed budgeted monthly amount for 11 months, reconciling on the 12th month (October payment), and no late charges will be applied. If it is deemed necessary to reconcile more frequently the customer will be notified prior to adjustments.

***NSF/Returned Payment- If the account is not at a zero balance by the following month, as of the 15th, the remaining balance will be processed. If there are two consecutive payments returned the customer will be automatically removed from the program and can only be reinstated once the outstanding balance is fully paid.**

You, the Payor may revoke your authorization at any time in writing subject to providing notice of 15 business days to the Municipality of Meaford. You have certain recourse rights if any debit does not comply with this agreement. For example you have the right to receive reimbursement for any debit that is not authorized or is not consistent with this PAP/EPP Agreement. To obtain more information on your recourse rights, contact your financial institution or visit www.cdnpay.ca.

The information requested is collected under the authority of the Municipal Act, and will be used to maintain a database of account holders who have requested e-billing. The information will be held in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be disposed of at such a time that the account holder withdraws the request for e-billing. Any questions regarding the collection of personal information should be directed to water@meaford.ca or by contacting 519-538-1060 ext.1116