



Pre-Authorized Water and Wastewater Payment Plan Customer Agreement & Authorization Form

Water Customer Number: _____

Name: _____

Property Address: _____

Mailing Address: _____
(If different from property address)

Home Phone #: (____) _____ - _____ Cell Phone #: (____) _____ - _____

Email: _____

Pre-Authorized Payment Plan

- Set Up a New Payment Plan Change Details of an Existing Payment Plan

New Pre-Authorized Payment Plan (PAP)

The exact amount will be withdrawn on the due date.

- Due Date Start Date for Pre-Authorized Payment Plan: _____

Please attach a **“VOID”** cheque
or a **“Direct Deposit”** Form from your financial institution.

You, the Payor, authorize the Municipality of Meaford to withdraw payments directly from your account (regular chequing or savings accounts only) based on the information provided above.

You, the Payor, 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 Agreement. You may revoke your authorization at any time in writing subject to providing notice of 15 days to the Municipality of Meaford. To obtain further information on your recourse rights or your right to cancel a PAP Agreement, contact your financial institution or visit www.cdnpay.ca.

Signature of Account Holder

Signature of Joint Account Holder

Name: _____
(Please Print)

Name: _____
(Please Print)

Date: _____

Date: _____

E-Billing

- I would like to receive e-bills. No paper bills will be mailed. I consent to receiving emails from the Municipality of Meaford regarding my tax bills.

Please see reverse side for the terms and conditions of this agreement. Please read and indicate that you agree to these terms and conditions at the bottom of the page before submitting this form.



Pre-Authorized Water and Wastewater Payment Plan Customer Agreement & Authorization Form

Terms and Conditions

Pre-Authorized Payment Plan (PAP)

With the Pre-Authorized Payment Plan we will automatically deduct the payment directly from your bank account each due date. Your tax 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.

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.

Information Collection

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 or pre-authorized payment. Any questions regarding the collection of personal information should be directed to water@meaford.ca or by contacting 519-538-1060 extension 1116.

Changes to Your Mailing Address

If your mailing address has changed, please visit www.meaford.ca/MailingAddress to fill out our online form. Your information will be forwarded to our Finance team to update their records. Alternatively, please email water@meaford.ca with your account information and new mailing address.

Changes to Your Payment Plan

If you are selling or purchasing a property, or if you wish to discontinue/change your payment plan, please notify the Municipality in writing or email water@meaford.ca.

_____ **I have read and agree to the terms and conditions of this agreement.**

(Initial)

For more information, contact:

Phone: (519) 538-1060 extension 1116

Fax: (519) 538-5240

Email: water@meaford.ca