



Pre-Authorized Debit (PAD) Agreement

Customer Information

Name(s): _____

Roll Number _____ Civic Address _____

Telephone Number: _____ Email Address _____

Banking Information (Please attach a VOID cheque to confirm account information.)

Institution number (3 digits) _____

Transit Number (6 digits) _____

Account Number _____

Pre-Authorized Debit (PAD) Details

Type of Service:

Personal

Business

I/we authorize the Township of Whitewater Region to debit my/our account indicated for all payments payable to the Township of Whitewater Region according to the Plans I/we have selected below. The Township of Whitewater Region will provide 10 days written notice indicating the regular monthly payments that will be debited to my/our account on the 20th day of each month/ next business day. The Township of Whitewater Region will provide 10 days written notice in the form of a tax notice/water bill of the amount and payment date of each instalment due date payment that will be debited to my/our account four times a year. The Township of Whitewater Region will obtain my/our authorization for any other one-time or sporadic debits.

Please check appropriate boxes:

Plan #1-Taxes-Four Payments (installment due date)

Plan #2-Water-Six Payments (installment due date)

Plan #3-Taxes-Monthly Payments (20th of the month or next business day)

Plan #4-Water-Monthly Payments (20th of the month or next business day)

****Starting Month** _____

I/we may revoke my/our authorization at any time, subject to providing a completed cancellation form notice at least ten (10) business days before the next debit is scheduled at the address provided above. I/we may obtain more information on my/our right to cancel a PAD Agreement at my/our financial institution or by visiting **www.cdnpay.ca**.

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 PAD that is not authorized or is not consistent with this PAD Agreement. To obtain a form for a Reimbursement Claim, or for more information on my/our recourse rights, I/we may contact my/our financial institution or visit **www.cdnpay.ca**.

Signature of Account holder _____

Signature of Joint Account holder _____

Date: _____



TOWNSHIP OF WHITEWATER REGION PRE-AUTHORIZED PAYMENT PLANS

OFFICE USE ONLY

Email: jparr@whitewaterregion.ca

Phone: 613-646-2282



Pre-authorized payments have many benefits:

- there are no cheques to write out
- you won't have to wait in line to make a payment
- you'll save on postage and transportation
- you don't have to keep track of due dates of payments
- you'll avoid paying a penalty for missing a due date

PLAN# 1 -TAXES - FOUR PAYMENTS

On each due date the tax installment will be automatically withdrawn from your bank account. Each year, you will receive your Interim and Final Property Tax Bills which will indicate the amount and instalment dates.

PLAN #2 -WATER / WASTEWATER - SIX PAYMENTS

On each due date the water and/or wastewater installment will be automatically withdrawn from your bank account. Each year, you will receive by-monthly water bills which will indicate the amount and instalments dates.

PLAN# 3 -TAXES - MONTHLY – 20th of each month / next business day

Your taxes will be automatically withdrawn from your bank account in twelve equal payments, starting January of each year. To allow our office time to process your application, please submit your application by the 1st OF THE MONTH that you would like your withdrawal to start. Each year, you will receive your Interim and Final Property Tax Bills which will indicate the monthly amount to be deducted. The deduction amounts are recalculated when the Final Property Tax Bills are sent out.

PLAN # 4 - WATER / WASTEWATER - MONTHLY – 20th of each month / next business day

Your water and/or wastewater will be automatically withdrawn from your bank account in twelve equal payments starting February of each year. To allow our office time to process your application, please submit your application by the 1st OF THE MONTH that you would like your withdrawal to start.

ARE YOU ELIGIBLE?

- If you own property in the Township of Whitewater Region you can take advantage of this convenient program;
- You can enroll any or all of your properties in this program;
- Your initial application is valid until cancelled by you. You do not have to reapply every year.

SUPPLEMENTARY TAX BILLINGS

During the year, if there is a supplementary tax bill, you will be notified and given the option of paying the supplementary bill on the installment due date, or increasing your monthly payment, or having your tax account adjusted in December.

WITHDRAWAL OF INFORMATION CHANGE

If you have information changes, or want to withdraw from the pre-authorized plan, please notify the Finance Department in person or in writing by the 1st day of the month. A \$50.00 service charge will be applied if funds are returned by the bank. This privilege may be canceled if two installments fail to be honored in the taxation year