**WATER UTILITY**

**PRE-AUTHORIZED PAYMENT PLAN**

**Benefits of the Pre-Authorized Payment Plan:**

* Convenient automatic payments without the hassle of remembering due dates
* No interest/penalty or service charges
* No late payment charges or missed payments

**How the monthly plan works:**

* Payments will be withdrawn from your bank account on the *last business day* of each billing month.

**How to enroll:**

* Complete and sign the Authorization Form and attach an unsigned blank cheque marked “VOID” or provide an Electronic Funds Transfer Form. Submit the completed form to the Township of Guelph/Eramosa by email at [twpguelpheramosawater@get.on.ca](mailto:taxes@get.on.ca) or by mail to the address noted on the letterhead above.

Name(s) on the account:

Account number:

Property Location:

Contact No. (s): Residential: ( ) Cell: ( )

Email Address:

I/We hereby authorize the Financial Institution shown on the attached cheque to debit my/our account as indicated above for all payments payable to the Corporation of the Township of Guelph/Eramosa for payment of my/our utility water account for the amount specified. I/We ensure that the funds will be available each billing month to cover withdrawal and that insufficient funds will result in finance and penalty charges as applicable and possibly cancellation of my/our account. This authority is to remain in effect until cancelled by either myself or the Township of Guelph/Eramosa by written notification and given a reasonable opportunity to act. Any delivery of this authorization to you constitutes delivery by me/us.

Authorized Signature (1) Date

Authorized Signature (2) Date

If more than one signature is required for withdrawals against the account number shown

on the attached cheque, all authorized signatures must be given.

*Personal information on this form is collected pursuant to Section 31 of the Municipal Freedom of Information and Protection of Privacy Act and will only be used for the purposes of administering this form in a consistent manner. Questions about this collection should be directed to the Clerk’s Office at* [*clerks@get.on.ca*](mailto:clerks@get.on.ca)

ATTACH VOID CHEQUE OR ELECTRONIC FUNDS TRANSFER FORM HERE

Please email or mail