



## THE CORPORATION OF THE TOWNSHIP OF WILMOT

Finance Department | Revenue Services

60 Snyder's Road West | Baden ON | N3A 1A1

519-634-8444 | 1-800-469-5576 | (fax) 519-634-5522

water@wilmot.ca | tax@wilmot.ca | www.wilmot.ca/finance

### ***WILMOT WATER PRE-AUTHORIZED PAYMENT PLAN – General Information***

#### **How Can I Join?**

- Complete and sign the Pre-Authorized Payment Plan Agreement
- Attach a blank personalized cheque marked "VOID"
- Ensure your water/wastewater account is in good standing at the time you enroll

#### **When Can I Join?**

- Anytime
  - Because of notification requirements, information must be received prior to the issuance of the invoice for which the pre-authorized payments will become effective. (Example: to have pre-authorized payments apply to the January/February billing period, information must be received before the January/February bills are sent out to utility users.)

#### **When Will My Payments Occur?**

- Withdrawals will be made on the due date stated on each invoice (issued bi-monthly).

#### **How Much are my Monthly Payments?**

- Your pre-authorized payment will vary each month depending on your consumption. The amount withdrawn by the Township will equal the amount of your bi-monthly bill.

***Please be aware that the Township of Wilmot will provide confirmation of your participation within the Pre-Authorized Payment Plan.***

#### **Other Information**

- As a participant in the Pre-Authorized Payment Plan you will still receive an invoice outlining your bi-monthly consumption and usage charges along with the due date (withdrawal date).
  - Please be sure to review your invoice and contact the Township with any concerns at least ten (10) business days prior to the due date to allow Township staff to investigate the problem, and if necessary, make any adjustments to the withdrawal.
- To be removed from the pre-authorized payment plan the Township must receive written notification at least five (5) business days before the next scheduled withdrawal.
  - If the Township is unable to stop a withdrawal because of a timing violation, the amount withdrawn will be refunded by cheque less a \$30.00 cheque processing fee.
- To avoid any defaulted payments please inform the Township of any changes to your banking information by written notification at least five (5) business days before the next scheduled withdrawal.
- Defaulted payments will be re-presented for payment based on the Township's financial institution's Re-Presentation Policy. If the re-presented withdrawal is also declined a replacement payment must be submitted to the Township along with a \$30.00 returned payment charge.
  - If two (2) payments are defaulted within a twelve (12) month period, the Township of Wilmot will remove the taxpayer from the Pre-Authorized Payment Plan.
- The Township of Wilmot reserves the right to deny any utility user participation in the Pre-Authorized Payment Plan.

If you have any questions regarding the Township's Instalment Based Pre-Authorized Payment Plan, please do not hesitate to contact the Township of Wilmot Revenue Services.

Regards,

**Revenue Services | Township of Wilmot Finance Department**

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### ***WILMOT WATER PRE-AUTHORIZED PAYMENT PLAN – Plan Agreement***

#### **Terms of Authorization**

By signing this form below, the ratepayer is allowing the Township of Wilmot to withdraw funds from the designated financial institution account for the purpose of payment of water/wastewater charges. These withdrawals will occur on the due dates stated by the Wilmot Water invoices and will be in the amount as stated on the same invoices.

It is acknowledged that to revoke this Authorization, or if any information located on this authorization has changed, the ratepayer must provide written notice to the Township at least five (5) business days prior the next scheduled withdrawal. This Authorization applies only to a method of payment. Cancellation of this Authorization does not mean that the ratepayer's contractual obligations to the Township are ended. To obtain a sample cancellation form or for more information on the right to cancel a PAD Agreement the payer may contact their financial institution or visit [www.cdnpay.ca](http://www.cdnpay.ca).

It is also acknowledged that any defaulted payment by the ratepayer will result in the application of a \$30.00 penalty fee to the account to be paid along with the principal owing before the next scheduled withdrawal date. Failure to remit the specified amount in the given time frame, or the default of a second withdrawal within the following twelve (12) months will result in the ratepayer's removal from the Pre-Authorized Payment Plan.

#### **Rights of Recourse**

You, the ratepayer, 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 PAD agreement. To obtain more information on your recourse rights, you may contact your financial institution or visit [www.cdnpay.ca](http://www.cdnpay.ca).

In order to be reimbursed, the ratepayer must submit a request in writing to the Township of Wilmot Revenue Services. Once received, a cheque will be issued. Any reimbursement required by the ratepayer outside of this agreement will be subject to a \$30.00 cheque processing fee as established by the Township of Wilmot's Fees and Charges By-Law.

<b>Account Number – Leave Blank If Not Available:</b>		<b>Property Address:</b>	
<b>Primary Account Holder's Name:</b>		<b>Secondary Account Holder's Name - if applicable:</b>	
<b>Phone Number:</b>		<b>Email:</b>	
<b>Mailing Address – Leave Blank If Same As Property Address:</b>		<b>Please select one:</b> Personal: <input type="checkbox"/> Business: <input type="checkbox"/>	

\_\_\_\_\_  
Signature of Account Holder

\_\_\_\_\_  
Date

***By placing a signature on this agreement the ratepayer acknowledges that he or she has read, understood, and agreed to all of the terms of this authorization.***

***For more information about this pre-authorized plan visit the Township's website at [www.wilmot.ca](http://www.wilmot.ca) or contact Revenue Services.***

**PLEASE ATTACH VOIDED CHEQUE**

To the extent that the foregoing information constitutes personal information as defined by the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, Chapter M.56, as amended, the information is subject to provisions of that Act and will be used exclusively by Revenue Services for the collection of amounts owing to the Corporation of the Township of Wilmot. Questions about the collection of personal information should be directed to the Director of Clerk's Services, Township of Wilmot, 60 Snyder's Road West, Baden Ontario, N3A 1A1.

Revision Date: October 1, 2015