

# TOWNSHIP OF SABLES-SPANISH RIVERS

## Pre-Authorized Payment Application Form (Water)

This agreement is for (check one):  Personal  Business use

**Option 1** – Twelve (12) monthly payments for current year (based on annual billing).

**Customers must pay all missed instalments if the customer wishes to commence the program at any time after last quarterly billing has been processed.**

Effective Start Date: \_\_\_\_\_

Please choose one of the following:  1<sup>st</sup> day of each month  15<sup>th</sup> day of each month

**Option 2** – Payment on regular billing due dates (4 payments per year).

**NOTE: A “VOID” cheque or customer account information provided by a financial institution must be enclosed with this authorization**

Account Number: \_\_\_\_\_

Property Address: \_\_\_\_\_

Customer Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

*I/we hereby authorize the Township of Sables-Spanish Rivers, and the financial institution designated, to withdraw payments from my/our bank account to pay property taxes in the manner indicated. This authority is to remain in effect until the Township of Sables-Spanish Rivers has received written notification from me/us of a change or termination.*

Name (Please Print): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (Please Print): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*If more than one signature is required on your bank account, all account holders are required to sign this authorization form.*

## Pre-Authorized Payment Plans

### How the program works:

Complete the *Pre-Authorized Payment Application* form. Forms can be obtained at Township office or from our website, [sables-spanish.ca](http://sables-spanish.ca). Attach a "VOID" cheque or customer account information provided by a financial institution to the completed application and submit them to the Township of Sables-Spanish Rivers at least fifteen (15) business days prior to the start date.

You may mail the completed forms to 11 Birch Lake Rd, Massey, ON, P0P 1P0, email to [inquires@sables-spanish.ca](mailto:inquires@sables-spanish.ca), or submit them in person at the Township office.

### Option 1 – 12 Month Plan

Any outstanding balance must be paid in full prior to enrollment in the 12 Month Plan. This option offers customers to pay in 12 monthly withdrawals in the amount of one-third of the quarterly bill. Customers may choose to have their payments withdrawn from their bank account on the 1st or the 15th of each month.

### Option 2 – Due Date Plan

Any outstanding balance must be paid in full prior to enrollment in the Due Date Plan. This option offers customers to pay 4 payments per year based on the quarterly water billing. These payments will be withdrawn from their bank account on each quarterly water billing due date. Any debit or credits on their water accounts may alter the amount of their future withdrawals.

**Terms & Conditions:** If you sell your property and purchase another, your Pre-Authorized Payment Plan is not transferable. The Pre-Authorized Payment Plan must be cancelled by written request for the property you are selling and a new *Pre-Authorized Payment Application* form must be filled out and submitted along with a "VOID" cheque to start payment for the new water account.

Any changes, including bank information or cancellation requests must be submitted at least fifteen (15) business days prior to the next withdrawal date. Notification must be completed by using the Township's prescribed form. Failure to do so may result in charges if returned by a financial institution.

Per the Township of Sables-Spanish Rivers User Fee By-law, there will be an administration fee charged for all payments returned by a financial institution. These fees will be included in your Pre-Authorized Payment plan. Calculations will be done by the Township of Sables-Spanish Rivers. If the payment withdrawal amount has changed, the Township will send notification at least fifteen (15) calendar days before the next scheduled withdrawal.

Water accounts with two (2) returned items within a twelve (12) month period will automatically be removed from the Pre- Authorized Payment Plan and the customer will be responsible to pay their water account on their own. Where applicable, a late payment fee of 5% quarterly will be charged. These water accounts must be up to date for a period of one year before a new application can be processed.