

# Pre-Authorized Payment Application Form (Water/Sewer)

This agreement is for (check one):  **Personal**       **Business Use**

**Option 1** – Twelve (12) monthly payments for current year (based on annual water/sewer fees).

Monthly payments based on annual fees starting (enter month): \_\_\_\_\_

Please choose one of the following:  **4<sup>th</sup>** day of each month       **15<sup>th</sup>** day of each month

**Option 2** – Payments on regular installment due dates (2 payments per year).

**Option 3** – Payment amount to be chosen by you. Twelve (12) monthly payments of your choice. (Penalty applied on outstanding balances).

Monthly payments based on annual fees starting (enter month): \_\_\_\_\_

Please choose one of the following:  **4<sup>th</sup>** day of each month       **15<sup>th</sup>** day of each month

Monthly Withdrawal: \$ \_\_\_\_\_      Effective Start Date: \_\_\_\_\_

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

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

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

Owner Name: \_\_\_\_\_

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

Phone (home): \_\_\_\_\_      Phone (other): \_\_\_\_\_

*I (we), the undersigned, hereby authorize the City of Elliot Lake and the financial institution identified in the attached to draw payments from the account attached payable to the City of Elliot Lake for payment of water/sewer fees and amounts added to water/sewer account and agree to the **Terms & Conditions**.*

Signature: \_\_\_\_\_      Date: \_\_\_\_\_

Signature: \_\_\_\_\_      Date: \_\_\_\_\_

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

## For Office Use Only

Start Date:

Withdrawal Amount:

## Pre-Authorized Water Payment Plans

### How the program works:

Complete the *Pre-Authorized Payment Application* form. Forms can be obtained at City Hall or from our website, [elliottlake.ca](http://elliottlake.ca). Attach a "VOID" cheque or customer account information provided by a financial institution to the completed application and submit them to the City of Elliot Lake's Water Department at least seven (7) business days prior to the start date.

You may mail the completed forms to 45 Hillside Drive North, Elliot Lake, ON, P5A 1X5, email to [elwaterandtax@elliottlake.ca](mailto:elwaterandtax@elliottlake.ca), fax to 705-461-7244, or submit them in person at City Hall.

For your convenience, we have three Pre-Authorized Payment Plans to choose from.

### Option 1 – Equal Monthly Payments for Current Year

This option offers property owners to pay annual taxes in 12 monthly withdrawals based on calculations performed by the City of Elliot Lake. Property owners will receive a notice once a year to let them know the amount to be withdrawn from their bank account each month: one letter in December advising what the payments will be starting January based on annual water/sewer fees determined by City Council. Water/sewer accounts must be up to date prior to seven business days before the first withdrawal date. Any debit or credit balances on their water/sewer accounts may alter the amount of their future withdrawals. Property owners may choose to have their payments withdrawn from their bank account on the 4th or the 15th of each month.

### Option 2 – Payments on Regular Due Date

This option offers property owners to pay 2 water/sewer payments per year based on the annual water/sewer fees. These payments will be withdrawn from their bank account on each water/sewer installment due date. Water/sewer accounts must be up to date prior to seven business days before the first withdrawal date. Any debit or credits on their water/sewer accounts may alter the amount of their future withdrawals.

### Option 3 – Payment Amount to be chosen by you

This option offers property owners to choose the amount to be withdrawn in 12 monthly payments. On this plan, the water/sewer accounts may be charged penalty at a rate of 10% on the day following the installment due date on all outstanding balances. If at any time the property owner wishes to change the amount withdrawn from their bank account, they must submit a new Pre-Authorized Payment Plan application at least seven business days prior to the next withdrawal date. Property owners may choose to have your payments withdrawn from their bank account on the 4th or the 15th of each month.

**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 property you are purchasing.

Any changes, including bank information or cancellation requests must be submitted at least 7 business days prior to the next withdrawal date. Notification must be completed by using the City's prescribed form. Failure to do so may result in charges if returned by a financial institution.

Per the City of Elliot Lake's 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 City of Elliot Lake. If the payment withdrawal amount has changed, the City will send notification at least ten (10) calendar days before the next scheduled withdrawal.

The City of Elliot Lake does not attempt to withdraw the payment a second time on returned items. Water/Sewer 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/sewer fees on their own. Where applicable, penalty of 10% will be charged. These water/sewer accounts must be up to date before a new application is processed.