

CANCELLATION / SUSPEND / ACCOUNT CHANGE FORM FOR EXISTING PRE-AUTHORIZED PAYMENT ACCOUNTS

This form is to be used to cancel/change/suspend your existing pre-authorized payment plan.

This form is for (check one): Property Taxes Water/Sewer Both

Please choose one of the following:

- CANCEL** my Pre-Authorized Payment Plan
- CHANGE** my bank or financial institution account information
- SUSPEND** my Pre-Authorized Payment Plan (Reinstatement Date (dd/mm/yyyy): _____)

Effective Date of Cancellation/Change/Suspend

(DD/MM/YYYY)

Account Number(s): _____

Property Address: _____

Owner Name: _____

Mailing Address: _____

E-mail Address: _____

Phone (home): _____ Phone (other): _____

This application must be completed, signed, dated and returned to the City of Elliot Lake at least seven (7) business days before the next scheduled payment withdrawal date if you wish to cancel, change, of suspend your participation in the program. Incomplete forms will be returned.

Signature: _____ Date: _____

Signature: _____ Date: _____

To change your bank or financial institution information, please attach a "VOID" cheque. Please provide additional signatures if more than one signature is required on cheques issued against the account.

Cancelling Your Enrollment in the Program:

- To cancel your enrolment, complete the form available for cancelling your enrollment in the program;
- You must immediately pay the outstanding balance in full to avoid interest charges;
- Once your request is processed, you will receive an e-mailed notice that you have been removed from the program;
- This payment plan is not transferable to another property;
- Submit completed cancellation form by mail to 45 Hillside Drive North, Elliot Lake, ON, P51 1X5, by e-mail to elwaterandtax@elliottlake.ca, by fax to 705-461-7742, or in in the City's drop box.

Changing Bank or Financial Institution Information:

- To update or change your bank or financial institution information, complete the form available for changing your existing enrollment in the program;
- Once your request is processed, you will receive an e-mailed notice that your bank or financial institution information has been changed;
- Submit completed form by mail to 45 Hillside Drive North, Elliot Lake, ON, P51 1X5, by e-mail to elwaterandtax@elliottlake.ca, by fax to 705-461-7742, or in the City's drop box;
- Line of credit accounts, credit card accounts or foreign funds cheques cannot be used for pre-authorized payments.