



**Municipality of Wawa
Pre-Authorized Water and Sewer Payment Plan
AUTHORIZATION AGREEMENT**

I/We, the undersigned, hereby authorize the financial institution (identified below) to draw payments from the account (identified below) payable to the Municipality of Wawa for payment of water and sewer charges. Please print or type.

Property Account No.	Property Address	Mailing Address
Property Owner Name	Daytime Phone No.	Residence Phone No.

Financial Institution

Name of Institution	Transit No.
Bank No.	Account No.

The following information is only required if a void cheque is not being submitted.

Name of Institution	Address	Phone No.
Name of Official	Title	Signature

Plan Options	<input type="checkbox"/> Plan A	<input type="checkbox"/> Plan B
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Authorizing Signature(s)

I/we have read and understand the Terms and Conditions as outlined:

Signature 1	Signature 2 (if required)
Date	Date

Send completed application and attach a VOID cheque (line of credit, credit card and savings accounts cannot be used) to:

Finance Department
Municipality of Wawa
P. O. Box 500
40 Broadway Avenue
WAWA, ON P0S 1K0

Information is collected for the purpose of determining eligibility for enrolment in a Pre-Authorized Water and Sewer Payment Plan under the authority of the Municipal Freedom of Information and Protection of Privacy Act.

Pre-Authorized Water and Sewer Payment Plan Terms and Conditions

Enrolment:

- The customer must complete and sign an enrolment form.
- Should more than one signature be required on cheques issued against the account, all depositors must sign the application.
- The customer certifies that their bank account is in good standing with sufficient funds to cover pre-authorized payments as they come due.
- A void Cheque must be attached.
- No enrolment fees.
- A separate enrolment form must be completed for each property.
- Payment plans are not transferable to other properties. A new enrolment form must be completed for each property.

Missed/Returned Payments:

- An NSF service charge will be levied for any payment that does not clear the account. This charge is subject to change without notice.
- The unpaid water and sewer services shall be subject to penalties if overdue.
- Missed payment instalment must immediately be paid to date.
- The plan will be terminated if two (2) debits or instalments are returned due to non sufficient funds in a calendar year and ratepayer must pay balance as is due.

Change of Address/Ownership/Payment Plan:

- Written notice is required for the following:
 - Change of mailing address
 - Cancellation of the Pre-Authorized Payment Plan
 - Change in banking information. A void cheque must accompany the notice of a new bank account with the appropriate signatures included on the notice.
 - Written notice must be provided 30 days prior to the next withdrawal date.
 - Failure to notify the Municipality may result in the cancellation of the Pre-Authorized Payment plan.
- This agreement shall be terminated immediately should the Municipality of Wawa not be notified in writing of information required to process payments on this Pre-Authorized Payment Plan.

Other:

- All other charges cannot be paid by the Pre-Authorized Payment Plan. These amounts must be made by another payment option.
- Credit amounts remain on the account. Refunds are only issued by request. The refund amount must be larger than \$50.00.

Plan Options

3.1.0 Plan A:

Instalment Due Date Payment Plan for Accounts Not in Arrears:

- Accounts must be current.
- Payments in the exact amount of each billing instalment are withdrawn directly from property owners bank account on the dates indicated.
- Applications must be received forty-five (45) days in advance of the next billing.
- No penalty/interest added as instalments are paid by the due date:
- Payments are withdrawn on the due date.

3.2.0 Plan B:

Ten (10) Monthly Payment Plans for Accounts that are not in arrears.

- This plan runs from January to October of each year in ten (10) monthly payments. There are no deductions for the months of November and December.
- Applications must be received by November 15 to have the next year's water and sewer services withdrawn over 10 payments.
- The first six (6) payments (January-June) will be an estimated equal monthly amount and are based on last year's final rates. Once the final billing amount is known, the last four (4) payments (July-October) are adjusted to reflect the current year's water and sewer service billing, less the amount already paid in the current year.
- No penalty/interest added:
- Payments are withdrawn on the fifteenth of each month.

Information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine eligibility for enrolment in a Pre-Authorized Water and Sewer Services Payment Plan.