
WATER DEPARTMENT
Pre Authorized Water Payment Application

Name: _____

Mailing Address: _____

City: _____ **Province:** _____ **Postal Code:** _____

Telephone No: _____

Water Account No: _____

Service Address: _____

I/We hereby authorize The Corporation of the Township of West Lincoln to debit my/our account indicated below for each billing of all payments due payable to the Township of West Lincoln on the due date shown on each billing.

Financial Institution _____

Branch Address _____

Account Number _____

I/We understand that each payment shall be handled in the same manner as if I/we had written a cheque for such amount:

Date _____

Signature _____

Signature _____

Notes:

1. For joint accounts, all depositors must sign if more than one signature is required.
2. Separate forms must be completed for each property
3. Information on this form is collected under the authority of the Municipal Act, and is used to maintain a record of individuals participating in the Pre-Authorized Water Payment Plan in the Township of West Lincoln
4. For verification purposes, please enclose a cheque drawn on your financial institution marked "VOID"

Please direct all inquiries to the Treasury Department at 905-957-3346

WATER DEPARTMENT

Automatic debit of your bank account on the instalment day for the instalment amount. No missed due dates or late payment charges. No line ups or mailing/postage costs.

HOW DOES THIS PLAN WORK?

This alternative will provide you with the convenience of automatic debit to our bank account on the instalment date for the instalment amount.

Once the Township receives your completed Authorization Form and a cheque marked "VOID", the water invoice will be mailed so that you are aware of the date and amount.

HOW DO YOU JOIN A PLAN?

1. Your water bills must be paid up to date.
2. Complete the "Pre-Authorized Tax Payment Authorization Form" which allows the Township to automatically withdraw the applicable payment directly from your Bank, Trust Company or Credit Union account.
3. Attach a cheque marked "VOID" to your completed application form and send to The Township of West Lincoln, Box 400, Smithville, Ontario L0R 2A0

TERMINATION OF THE PLAN

You may cancel participation in the plan at any time by advising the Treasury Department. The Township Treasurer may cancel the privilege of continuing the plan if two payments fail to be honoured in the accounting year.

If you move, change banks or bank accounts, you must notify the Treasury Department immediately by calling:

905-957-3346