



*A People Place, A Change of Pace*  
**SHELburne**  
ONTARIO, CANADA

## Pre-Authorized Payment Plan (PAP) - Utility

The Town of Shelburne offers a pre-authorized payment plan to its property owners as an option of to pay your Water/Sewer bills on the “DUE DATE” by having the monies directly withdrawn (debited) from your Bank account on the utility due date.

**Please note: Water/Sewer bills will be mailed 21 days prior to each debit but will have a message advising you that your account has been put on the Pre-Authorized Payment Plan. The withdrawal amount will vary (based on usage) but will be withdrawn from your account 6 times per year:**

- January
- March
- May
- July
- September
- November

### **TERMS & CONDITIONS:**

- To be eligible for the plan, your water account has no arrears.
- Once you have signed up, you will automatically remain in the program until you choose to withdraw by completing a cancellation form.
- If, **YOU MOVE WITHIN THE TOWN**, the previous plan **MUST BE CANCELLED**, and a **NEW PLAN** must be registered.
- If, **FOR ANY REASON**, you wish to be removed from the payment plan, or if your banking information changes, **YOU MUST** notify the Municipal office **IN WRITING** at least **seven (7) DAYS BEFORE** the next pre-authorized payment is due. If you are cancelling the plan, you must pay the outstanding balance in full, to avoid interest charges.
- If, **FOR ANY REASON**, a payment is returned, you will be subject to finance charges and applicable penalties. The amount of the returned payment plus finance charge and applicable penalties **will be due immediately**. If any two payments should be returned, your enrollment in the Pre-Authorized Payment Plan will be terminated.

**ENROLLMENT DEADLINE: YOU MAY ENROLL IN THE PROGRAM AT ANYTIME BUT OUR OFFICE DOES REQUIRE 30 DAYS TO PROCESS YOUR REQUEST. Mailing address: 203 Main St. E, Shelburne, Ontario L9V 3K7, Fax 519-925-6134**

**Please Note: To protect your information The Town of Shelburne will not accept PAP forms by email. Please mail the PAD form with void cheque to our office or bring it to Town hall in Person.**

# Pre-Authorized Payment Plan (PAD) - Utility

**COMPLETE ALL INFORMATION, SIGN & RETURN TO THE TOWN OF SHELBURNE WITH A CHEQUE MARKED "VOID"**

I hereby authorize the Town of Shelburne to withdraw from my bank account on the due date, Water/Wastewater amounts due. I agree to all Terms and Conditions outlined on this pre-authorized debit agreement and acknowledge the Rules are in accordance with the Canadian Payments Association ([www.cdnpay.ca](http://www.cdnpay.ca))

Utility account number: \_\_\_\_\_ (5 digits customer number)

List all Utility #'s if you own more than one property.

Name (s) (print) \_\_\_\_\_

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

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

City/Town \_\_\_\_\_ Province \_\_\_\_\_ Postal code \_\_\_\_\_

Phone Number (Bus.) \_\_\_\_\_ (Res.) \_\_\_\_\_

Financial Institution Name \_\_\_\_\_

Financial Institution Account Number \_\_\_\_\_

Financial Institution Transit Number: \_\_\_\_\_ (branch code 5 digits)

Bank Number \_\_\_\_\_ (3 digits)

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature of Joint Account holder (if required by bank) \_\_\_\_\_

**I have certain recourse rights if any debit does not comply with this agreement. For example, I have the right to receive reimbursement for any debit that is not consistent with this PAD Agreement. To obtain more information on my recourse rights, I may contact my financial institution or visit [www.cdnpay.ca](http://www.cdnpay.ca)**

**PLEASE DO NOT FORGET TO ATTACH A BLANK, UNSIGNED CHEQUE MARKED "VOID"**

John Doe  
10 Peel Centre Dr.  
Brampton, ON  
L6T 4B9

001  
Date: YY/MM/DD

Pay to the order of \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_/100 Dollars

Memo \_\_\_\_\_

signature \_\_\_\_\_

Bank Address 001 99999 001 023456

Cheque number    transit number    Bank Number    account number

The personal information on this form is collected under the authority of the Municipal Act, 2001 Section 391 (1). The information is used to administer the Pre-Authorized Utility Bill Payment Program. Questions about this collection call Customer Service (Water and Sewer Department) 519-925-2600.