



52 Seguin Street, Parry Sound, Ontario P2A 1B4

Tel.: (705) 746-2101 • Fax: (705) 746-7461 • [www.townofparrysound.com](http://www.townofparrysound.com)

## **Pre-Authorized Payment Plan for Water and Sewer Billings**

For your convenience, the Town of Parry Sound has a pre-authorized payment plan (PAP) available for the payment of your water and sewer account. Through the PAP program the Town will receive your authorization for your bank to make a monthly payment to the Town of Parry Sound directly from your bank account.

### **How does the PAP Work?**

The pre-authorized payment plan will be performed on a monthly basis, from January to December of each calendar year. For the current utility bill, the amount will be removed from your bank account on the due date. Only those utility accounts which are in good standing will be allowed to enroll in the PAP plan. If the account is in arrears then the customer must pay the balance due, in full, before enrolling in the program.

It is the responsibility of the utility account customer who signs up for this program to notify the Town's Utilities and Billing Clerk if there is a change in their banking information, or if they move. **If a withdrawal from your account is not honoured by the bank, then your utilities account will be subject to a returned item charge and will result in the cancellation of your PAP plan with the Town of Parry Sound.**

### **Will you still receive Water and Sewer Bills?**

All customers will receive a water and sewer bill regardless of their method of payment. It will be noted on the bill that this is a statement for your information only.

### **How do you sign up for PAP?**

If you are interested, please complete the form provided on the back of this notification or you may obtain an application form by contacting the Utility Billing and Collection Clerk at 705-746-2101, Ext. 260 or coming to the Town Office at 52 Seguin Street, Parry Sound. The form is also available on our website at [www.townofparrysound.com](http://www.townofparrysound.com) under Application Forms – Utilities Pre Authorized Payment Application.

### **Questions or Concerns**

If you require additional information please contact the Utility Billing and Collection Clerk through any of the following methods:

Telephone	705-746-2101, ext. 260 or 233
In Person	52 Seguin St, Parry Sound, from 8:30am to 4:30pm, Monday to Friday
E-mail	<a href="mailto:kmack@parrysound.ca">kmack@parrysound.ca</a>
Fax	705-746-7461 Attention: Utility Billing and Collection Clerk

# Pre-Authorized Payment Plan Application Form

## Terms and Conditions

1. I(We) authorize the payee to debit my(our) account as indicated on the attached **VOID** cheque under the terms and conditions agreed to by me(us) with the payee until such time as written notice to the contrary is given.
2. I(We) acknowledge that delivery of my(our) authorization to the payee constitutes delivery by me(us) to the branch of the financial institution at which I(we) maintain an account, and that such financial institution is not required to verify that the payment(s) are drawn in accordance with this authorization.
3. I(We) **will notify the payee in writing** of any changes in the account information or termination of this authorization 14 days prior to the next due date of the pre-authorized debit.
4. A non-sufficient funds fee will be charged by the Corporation of the Town of Parry Sound in the event any cheque or other order is not paid by the financial institution or any electronic transfer is not completed due to insufficient funds in the account or any other reason.
5. I (We) warrant that all persons whose signature(s) are required to sign on this account have signed this agreement.
6. The Corporation of the Town of Parry Sound, may, at its sole option, cancel or suspend the right to pay the utility account pursuant to the authorization:
  - Without notice if any cheque or other order is not paid by the financial institution;
  - Without notice if any electronic transfer is not completed; or
  - Otherwise, on 14 days notice.
7. Only utility account customers with no arrears will be allowed to enroll in this pre-authorized plan.

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### Town of Parry Sound Pre-Authorized Payment Plan Application Form

I (We), the undersigned agree to the terms & conditions as outlined on this form and hereby authorize the financial institution (identified below) to draw monthly payments from the account (identified below), payable to the Town of Parry Sound for the payment of the water and sewer billings.

Name(s): \_\_\_\_\_

Service Address: \_\_\_\_\_

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

Effective Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(mm/dd/yy)

Signature #1 \_\_\_\_\_

Date: \_\_\_\_\_  
(mm/dd/yy)

Signature #1 \_\_\_\_\_

Date: \_\_\_\_\_  
(mm/dd/yy)

### **IMPORTANT**

- ***If more than one signature is required on the account, all must sign.***
- ***A cheque marked "VOID" must be returned along with the completed agreement.***
- ***Once registered, you will automatically be enrolled in subsequent years, unless the Town of Parry Sound is notified in writing that you would like to cancel or change your plan, including changes to your banking information.***