

## **Pre-Authorized Payment Sign-Up Form**

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For your convenience, the Municipality of Middlesex Centre offers a pre-authorized payment service for both tax and water (utility) bills, as well as for recurring Accounts Receivable billing.

By signing-up for pre-authorized payment, your payments will be automatically withdrawn from your financial institution (bank) account. There is no requirement to sign-up for this service, there is no fee for this service, and you may opt-out at any time.

### **A – Contact Information**

Exact Name(s) in which Account is Held: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### **Service Address:**

Street Address & Unit Number: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

### **Mailing Address ( Same as Service Address):**

Street Address & Unit Number: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

### **B – Financial Institution**

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

Branch: \_\_\_\_\_

Please attach a blank cheque marked VOID in this space  
or attach equivalent statement from your Financial Institution.

## **C – Request for Pre-Authorized Payments**

Please sign-me up for Pre-Authorized Payments:

**Water (Utility) Bill** – account number: \_\_\_\_\_

Payments are withdrawn monthly on the last business day of the month.

**Property Tax Bill** – roll number: \_\_\_\_\_

**Monthly Option:** I would like to have my property tax payment withdrawn monthly for ten months (February to November). Payments are withdrawn on the 15<sup>th</sup> of the month or the next business day if the 15<sup>th</sup> falls on a Saturday, Sunday or holiday.

**OR**

**Due Date Option:** I would like to have my property tax payment withdrawn quarterly on the due dates. Payments are withdrawn on the last business days of February, May, August and November.

**Accounts Receivable** – account number: \_\_\_\_\_

Payments are withdrawn based on the invoice due date.

## **D – Terms and Conditions**

### **Pre-Notification of Amounts (Billing)**

**Water Bills:** The Municipality issues water (utility) bills at least 15 days prior to the bill due date.

**Tax Bills – Monthly Option:** The Municipality will provide written notice of the amount to be debited and the date of the debit at least 10 calendar days before the date of the first debit and every time there is a change in the amount or payment date.

**Tax Bills – Due Date Option:** The Municipality will provide written notice of each amount to be debited and the date of the debit at least 10 calendar days before the date of each debit. The tax notice (tax bill) will serve as notice of the amount to be debited.

**Accounts Receivable:** The Municipality will provide notice as per the terms of the contract.

### **NSF Charges**

In the event that a payment is returned from the Financial Institution for non-sufficient funds (NSF), the Municipality will charge the Customer the administration charge according to current Fees and Charges By-Law.

### **Rights of Dispute**

The Account Holder (the “Customer”) may dispute a debit under the following conditions: (i) the debit was not drawn in accordance with this Authorization; (ii) this Authorization was revoked or cancelled; or (iii) pre-notification (as set out above) was not received.

In order to be reimbursed, the Customer must complete a Declaration Form at the above indicated branch of the Financial Institution up to and including: (i) 90 calendar days (in the case of a personal/household debit), or (ii) 10 calendar days (in the case of a business debit), after the date on which the debit in dispute was posted to the Customer’s account.

The Customer acknowledges that disputes after the above-noted time limitations are matters to be resolved solely between the Municipality and Customer.

## Terms of Authorization to Debit the Above Account

The Financial Institution is not required to verify that any debits drawn by the Municipality are in accordance with this Authorization or the agreement made between the Customer and the Municipality.

It is acknowledged that in order to revoke this Authorization the Customer must provide written notice to the Municipality. This Authorization may be cancelled at any time upon written notice by the Customer to the Municipality. This Authorization applies only to a method of payment and cancellation of this Authorization does not mean that the Customer's contractual obligations to the Municipality are ended.

The Customer will notify the Municipality promptly in writing if there is any change in the above account information.

Any delivery of this Authorization to the Municipality constitutes delivery by the Customer to the Financial Institution. **It is warranted by the Customer that all persons whose signatures are required to sign on the above account have signed this Authorization.** The Customer acknowledges having retained a signed copy of this Authorization for their records.

## E – Acknowledgements & Signature

- I have **read and agree to the terms and conditions** listed above.
- I acknowledge that **my account(s) has no past arrears.**
- I understand that it may take up to **10 business days to process this request**, so I may have to pay one more bill prior to the pre-authorized payment becoming active.
- I understand that I will **continue to receive copies of my water and/or property tax bills and/or facility rental contract invoices** for my records, and that I can opt to have these statements sent by email. (Complete the “sign-up for email billing” form if interested.)

## Signature(s) of Authorized Account Holder(s)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This application may contain personal information as defined under the Municipal Freedom of Information and Protection of Privacy Act. The information will be used by the Municipality of Middlesex Centre to process the application and to ensure compliance with all applicable statutes, regulations and by-laws.

## Submit this form to:

Municipality of Middlesex Centre  
10227 Ilderton Rd., Ilderton, ON, N0M 2A0  
T: (519) 666-0190 • F: (519) 666-0271 • E: [customerservice@middlesexcentre.ca](mailto:customerservice@middlesexcentre.ca)

For office use only:

Process Date Tax Bill	Initial	Effective Date