



PRE-AUTHORIZED DEBIT (PAD) AGREEMENT

For Property Taxes, Water/Sewer, or Accounts Receivable

Now you can automatically make payments by using your bank account with the Pre-Authorized Payment Plan. All pre-authorized payments will be deducted on the last business day of the month.

HOW DO I ENROLL?

1. Complete and sign the attached application form.
2. Attach an unsigned cheque clearly marked "VOID" from the bank account you plan to use. For payment withdrawals from a savings account, please request a counter cheque from your financial institution.
3. Return the completed agreement and void cheque/banking information to the address below:
Municipality of Greenstone, P.O. Box 70, Geraldton, ON P0T 1M0
Tel: (807) 854-1100 Fax: (807) 854-1947

TERMS & CONDITIONS

1. The customer certifies that their bank account is in good standing with sufficient funds to cover the authorized payment(s) as they come due and will notify the Municipality of any changes (i.e. bank account change, ownership change, etc.).
2. If the bank account designated does not have sufficient funds, the customer will be liable for both the NSF payment charges and any applicable late payment fees.
3. All pre-authorized payments will be drawn only on Canadian financial institutions in Canadian funds.
4. Applications/changes must be received prior to the **15th** of the month in order to be processed for the current month.
5. You have certain recourse rights if any debit does not comply with this agreement. For example, you have the right to receive reimbursement for any debit that is not authorized or is not consistent with this PAD agreement. To obtain more information on your recourse rights, contact your financial institution or visit www.cdnpay.ca.

CANCELLATION

I may revoke my authorization at any time, subject to providing notice of 5 days prior to the 15th of the current month. To obtain a sample cancellation form or for more information on my right to cancel a PAD Agreement, I may contact my financial institution or visit www.cdnpay.ca.

APPLICATION FORM- PERSONAL BUSINESS

Taxes – Property Account Number _____

Water/Sewer – Property Account Number _____ **FLAT RATE METERED**

Accounts Receivable – Account Number _____

Equal monthly payments of \$_____ (to be deducted from account on last working day of month) beginning in _____ . I understand that I am responsible for amounts owing after my monthly deduction has taken place and that a penalty of 1.25% per month shall be imposed on any balance remaining unpaid.

Installments for taxes as they become due or **quarterly** for water billings.

Name(s): _____

Mailing Address: _____
P.O. BOX # STREET ADDRESS/ APT # CITY/PROVINCE/POSTAL CODE

Telephone: (H) _____ (C) _____ (B) _____

Email: _____

I/We authorize the Municipality of Greenstone to debit my/our account, per attached void cheque, on the last business day of each month.

Address of property where payments are to be applied: _____

SIGNATURE OF ACCOUNT HOLDER NAME (PLEASE PRINT CLEARLY) DATE

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