

WATER PRE-AUTHORIZED PAYMENT PLANS

PLAN DETAILS:

Pre-Authorized Payment Plan

- The plan may be entered into at any time.
- There is one withdrawal date of the 27th of each month.
- Withdrawal amounts will be based on the actual consumption for the billing period.

Pre-Authorized **Budget** Payment Plan

- Available to residential properties only.
- The plan may be entered into at any time.
- There is one withdrawal date of the 27th of each month.
- Withdrawal amounts will be based on an average for the last six-month period.
- There will be two annual reviews to ensure the withdrawal amount remains reasonable. Upon reconciliation, your bill will reflect the monthly budget amount plus or minus any adjustments.

ENROLLMENT:

- To enroll, complete the attached Pre-Authorized Payment Plan application form.
- Attach a cheque from the account you wish used for withdrawal purposes marked VOID. Once registered, you will automatically be enrolled in subsequent years.
- The payment plan is not transferable to another property. A new application must be completed for each property.
- Upon entry into the program, a letter will be mailed advising of the monthly payment amount.

MISSED/RETURNED PAYMENTS:

- An administration fee will be charged if funds are returned by the bank. [User Fees](#)
- A returned item notification will be sent reflecting the amount and due date required for replacement.
- If payment is not received by the specified date, the next month's withdrawal will incorporate the replacement total as well as the required monthly payment.
- The City Treasurer may cancel the privilege of continuing in the plan if two (2) concurrent bank drafts fail to be honoured in a calendar year.

CHANGE INFORMATION:

- All changes to your pre-authorized payment information i.e. bank account changes, mailing address changes must be received in writing at least 15 days prior to the next withdrawal date.
- A cheque marked VOID for the new bank account must accompany the Notice.

CHANGE OF OWNERSHIP/CANCELLATION:

- Written notice is required 15 days prior to the next withdrawal date to cancel any Pre-Authorized Payment Plan for any reason. Cancellation forms are available at City Hall Customer Service, local lawyers' offices and on the City's website – www.cityofnorthbay.ca.
- Failure to provide the appropriate notice may result in the continuance of future withdrawals from your bank account.
- If we are not notified by the property owner or lawyers, the Pre-Authorized Payment Plan will be cancelled immediately upon receipt of notification of change of ownership.



ROLL# _____

WATER PRE-AUTHORIZED PAYMENT PLAN APPLICATION

Customer Information (Please print clearly)

Name: _____

Property Address: _____

Water/Sewer Account Number: _____

Phone #: _____

Residential Options

- Pre-Authorized Payment Plan

- Pre-Authorized Budget Payment Plan

Industrial/Commercial/Institutional

- Pre-Authorized Payment Plan

I/We, the undersigned, hereby authorize the City of North Bay to debit my/our account, per attached VOID cheque for payment of water bills.

Signature(s): _____

Date: _____

PLEASE ATTACH A VOID CHEQUE

Please note: Withdrawal date for all plans is the 27th of the month.