

PRE-AUTHORIZED PAYMENT PLAN FOR WATER ACCOUNTS

The Municipality of Mississippi Mills has implemented a Pre-Authorized Payment Plan for water bill payments.

Below is some information pertaining to the Pre-Authorized Water Payment Plan for the Municipality of Mississippi Mills.

1. In order to qualify and participate in the Pre-Authorized Water Payment Plan, your water account(s) must be current, i.e. no arrears outstanding.
2. Payments for the Pre-Authorized Water Payment Plan will be withdrawn from your bank account on the **due date** (to be determined each billing) and will be for the **full amount due**. You will receive a copy of your bill in advance indicating the amount that will be withdrawn.
3. If the Municipality receives notification **twice** of non-sufficient funds (NSF) in your Bank Account to make the required water payment, the Municipality reserves the right to remove you from the Pre-Authorized Water Payment Plan.
4. If the Municipality receives notification of non-sufficient funds (NSF) in your bank account when it attempts to withdraw the payment, a \$30 service charge will apply. The service charge is subject to change without notice.

If you have any questions on the above information, please do not hesitate to contact Liz Syme at the Municipal Office, 613-256-2064 ext 222.

February 2016

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS
AUTHORIZATION FOR PRE-AUTHORIZED WATER PAYMENT PLAN

WATER ACCOUNT NUMBER(S): _____

NAME (PLEASE PRINT): _____

STREET ADDRESS: _____

TELEPHONE NO.: _____

BANK: _____

BRANCH ADDRESS: _____

CHEQUING ACCOUNT NO.: _____

I, as the Account holder, authorize the payee and the above-noted Financial Institution to debit my Account for payment of my water account on the due date.

DATE: _____ SIGNATURE: _____

- This authorization may be cancelled in writing or by calling 613-256-2064 ext 222 at least FIVE (5) DAYS prior to any payment date.
- There will be a THIRTY (\$30) DOLLAR service charge for NSF transactions. The service charge is subject to change without notice. Accounts will be dropped from the Plan after two such transactions.
- Please enclose a specimen of your cheque, marked "VOID".

Questions regarding this Program should be directed to the Mississippi Mills Municipal Office at 613-256-2064 ext 222.

Personal information on this form is collected under the authority of section 312 of The Municipal Act and will be used only to administer a Pre-Authorized Water Payment Plan providing for the automatic deduction of water amounts from your Bank Account. Questions about this collection should be directed to the Municipal Freedom of Information and Privacy Coordinator at 613-256-2064 ext. 226.

February 2016