



THE CITY OF

**Waterloo**

# Pre-Authorized Parking Permit Payment Plan Application

Parking Permit # \_\_\_\_\_

Permit Holder : \_\_\_\_\_

Mailing Address \_\_\_\_\_

Home Phone Number \_\_\_\_\_

Email address \_\_\_\_\_

Business Phone Number \_\_\_\_\_

Payments will be withdrawn on the 10<sup>th</sup> day of the month. All written changes and cancellation requests must be received by our office by the last business day of the month preceding the next payment date.

Amount to be withdrawn: \$ \_\_\_\_\_ (as per current year City of Waterloo Fees and Charges By law)

Type of Service:       Personal       Business

Please register me for the 12-Month Plan ( 10<sup>th</sup> day of the month)

I/We hereby authorize the City of Waterloo, and the financial institution designated to automatically withdraw monthly regular recurring payments for payment of Parking Permit fees. The payments will be debited to my/our specified account on the 10<sup>th</sup> day of every month until such time as written notice is provided to the contrary and, I /we will verify against my/our bank account to confirm that withdrawals are being made as directed.

Name (please print) \_\_\_\_\_

1<sup>st</sup> Signature: \_\_\_\_\_

2<sup>nd</sup> Signature: \_\_\_\_\_

(If more than one signature is required on cheques issued against the account, all depositors must sign)

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

- Enclose a VOID cheque encoded with the bank transit number, bank number, and bank account number belonging to the bank account for which the amount owing is to be withdrawn.
- For any payment not cleared by our bank there will be a service charge. (as per current year City of Waterloo Fees and Charges By-law)
- All applications, written changes and cancellation requests must be received by the last business day of the month preceding the next payment date.
- The City of Waterloo reserves the right to review progress payments and stops the Plan at any time. (In this case a written notice will be sent to the Permit holder)

**Mail or fax or email your completed application and VOID cheque to:**

**City of Waterloo, Revenue Services, 100 Regina St. S.,**

**PO Box 337 Stn Waterloo, Waterloo ON N2J 4A8**

**Fax: 519-747-8760 – email: Revenue@waterloo.ca**

Personal information on this form is collected by the City of Waterloo under the authority of the Municipal Act 2001 and will be used to facilitate the collection of payment of Parking permits. If you have any questions about the collection and use of this personal information under the Municipal Freedom of Information and Protection of Privacy Act please contact the Director of Revenue Services at 519-747-8718 or by mail at 100 Regina St. S., PO Box 337 Stn Waterloo, Waterloo ON N2J 4A