



Pre-Authorized Water Utilities Payment Application Form

Property Address: _____ Account Number: _____
Name: _____ Owner Tenant
Telephone Number: _____ Email Address: _____
Mailing Address (if different from the property address): _____
Type of Service: Personal Business

Due Date Pre-Authorized Payment Plan (billing occurs bi-monthly):

- Under this plan your water bill will be mailed to you as usual. It will advise you of the date and amount to be withdrawn from your account.
- For any payment not cleared by your bank there will be a service charge plus any applicable penalty.
- If a bank payment is returned twice during the year, enrolment in the Pre-Authorized Payment Plan will be terminated.
- An application must be completed for **each** water-metered account.
- Please note all changes and cancellation requests must be received **30 days** before the next payment date. These changes must be in writing and contain the owner's signature.

I/we hereby authorize the City of Waterloo, and the financial institution designated, to withdraw payments from my/our bank account to pay water utilities in the manner indicated. This authority is to remain in effect until City of Waterloo has received written notification from me/us of a change or termination. These withdrawals relate to the payment of water and are considered Personal PAD's.

You have certain 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 the PAD Agreement. To obtain more information on your recourse rights, you may contact your financial institution or visit www.payments.ca.

Name:	Name:
Signature:	Signature:
Date:	Date:

How to Register:

1. Complete the Pre-Authorized Water Utilities Payment Application Form.
2. Ensure the form is signed and dated.
3. Mail, fax or email your completed application form and void cheque or a direct deposit form from your bank with your bank transit number, bank number, and account number to the City of Waterloo Revenue Services.

City of Waterloo, Revenue Services, 100 Regina St S, PO Box 337 STN Waterloo, ON N2J 4A8

Email: preauthorized@waterloo.ca / Fax: 519-747-8760

To the extent that information collected for water utility constitutes personal information as defined in the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, chapter M.56 as amended, the information is subject to provisions of that act and will be used for the purposes indicated or implied. Questions about the collection of personal information should be directed to the city clerk, Waterloo City Centre, 100 Regina Street South, P.O. Box 337 STN Waterloo, Waterloo, ON N2J 4A8; Telephone: 519-886-1550