



**TOWNSHIP OF WOOLWICH**  
 FINANCE DEPARTMENT  
 24 Church Street West, PO Box 158  
 ELMIRA, ONTARIO N3B 2Z6  
 519-669-1647 OR 664-2613  
 FAX 519-669-9348

ATTACH VOID CHEQUE HERE

## Pre-Authorized Debit (PAD) Program Application Woolwich Township Water

### BENEFITS OF ENROLLING IN A PAD PLAN

- Payment will be deducted automatically from your bank account on the due date shown on your water bill.
- Pre-authorized payment will save you time, postage costs and penalties for missed payments.
- No charge by the Township for the service, but your financial institution may have a service charge.

### PROGRAM DETAILS

- To enroll, please print, complete and mail or fax this application form to the address indicated above along with a **void cheque**.
- PAD plans are not transferred automatically. Complete a new application if moving within the Township.
- An administrative fee will be applied to your next bill for payments returned for any reason where a PAD contract exists.
- At such time as your account is in arrears you will be removed from the PAD program.
- Penalty and interest will be applied to balances in arrears in accordance with the Township's Penalty and Interest By-law.
- A new PAD may be effective for a current billing if received a minimum of eight (8) days before the due date.
- The Township will mail water bills to ratepayers a minimum of twenty-one (21) days in advance of due dates as pre-notification.
- This PAD may be cancelled at any time by written request. This must be received fourteen (14) days prior to the next payment date**  
**PAD plans relate to method of payment only. Cancellation of this agreement does not affect your financial obligations.**

A sample cancellation form or more information on the right to cancel a PAD may be obtained at your financial institution or by visiting [www.cdnpay.ca](http://www.cdnpay.ca)

### Section 1 - Contact Information

Account Holder's Name (Print)	Mailing Address (Number and Street)		
Phone Number(s) (       )	City/Town	Province	Postal Code
(       )			

### Section 3 - Water Account PAD

- I/we wish to enroll in the water account PAD which is processed at the variable amount specified on the bill, on the due date.

Service Address if different from mailing address (Number and Street)	Water Account Number (See your water bill)
---	--

### Section 4 - Authorization

I/we hereby agree to all terms and conditions outlined in the PAD program and authorize my financial institution to draw and issue payment payable to the Township of Woolwich for payment of water bills as outlined above. Enclosed with this application is a **VOID cheque**

Signature 1	Date	Signature 2 (If required)	Date
-------------	------	---------------------------	------

The information on this form is collected under the authority of Part XII of the Municipal Act, and will be used to determine eligibility for enrollment in a Pre-Authorized Debit Program for automatic bank withdrawals to remit water payments to the Township of Woolwich. Questions about this collection should be directed to the Director of Finance & Treasurer at extension 6013.