



TOWNSHIP OF WOOLWICH
 FINANCE DEPARTMENT
 24 Church Street West, PO Box 158
 Elmira, ON N3B 2Z6

Phone: 519-669-6018 OR 1-877-969-0094
Fax: 519-669-9348
Email: water@woolwich.ca

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

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 complete and ensure it is completed and received by the Township using the above info
- You must complete the banking info section or include a void cheque or bank deposit sheet.**
- 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.
- If 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 Bylaw.
- A new PAD must be received a minimum of 1 month before the due date to be effective for that bill.
- The Township will mail water bills a minimum of twenty-one (21) days in advance of due dates as pre-notification.
- PAD may be cancelled at any time in person, by phone, or written request and must be done at least 2 weeks prior to the next due date**
- PAD plans relate to method of payment only. Cancellation of this agreement does not affect your financial obligations.**

SECTION 1 - CONTACT INFORMATION

Account Holder's Name (Print)	Mailing Address (Number and Street, include Unit if required)		
Primary Phone	City/Town	Province	Postal Code
Secondary Phone	Email		

SECTION 2 - WATER ACCOUNT & BANKING INFORMATION

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.

These services are for (mark one): Personal Business

Water Account Number		Service Address (if different from mailing address)	
Bank Name	3-Digit Institution ID #	5-Digit Branch Transit #	Account #

SECTION 3 - 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.

Signature 1	Date	Signature 2 (If 2 required on cheques)	Date
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You have certain recourse rights if any debit does not comply with this agreement. You have the right to receive reimbursement for any debit that is not authorized or is not consistent with this PAD Agreement. To obtain more information on your recourse rights, contact your financial institution or visit www.cdnpay.ca. 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 Richard Petherick, Treasure and Director of Finance at 519-669-6013.