



## Municipality of Wawa PRE-AUTHORIZED PAYMENT PLAN Authorization Agreement



I/We, the undersigned, hereby authorize the financial institution (identified below) to draw payments from the account (identified below) payable to the Municipality of Wawa for payment of municipal property taxes and/or water & sewer services.

PLEASE PRINT:

Property Roll No 5776-000-	Property Address	Mailing Address
Water & Sewer Account No. 000-	Daytime Phone No.	Residence Phone No.
Property Owner Last Name	Property Owner First Name	Email Address

**Financial Institution** The following information **is only required** if a void cheque is not being submitted.

Name of Institution	Transit No.	
Bank No.	Account No.	
Name of Official	Address	Phone No.
Title	Signature	Fax No.

<b>Plan Options</b> Please checkmark boxes	Plan A <input type="checkbox"/> Installment Plan	Plan B <input type="checkbox"/> 10-Month Plan	Plan C <input type="checkbox"/> 12-Month Plan
	<input type="checkbox"/> Taxes <input type="checkbox"/> Water & Sewer	<input type="checkbox"/> Taxes <input type="checkbox"/> Water & Sewer	<input type="checkbox"/> Taxes <input type="checkbox"/> Water & Sewer

**I/We have read the Pre-Authorized Payment Plan Terms and Conditions and understand and accept the Terms and Conditions of participating in this plan.**

**Authorizing Signature(s).** **Note:** If more than one signature is required for the account, **all must sign this agreement.**

Signature 1	Signature 2
Date	Date

Send this completed application and a VOID Cheque to (line of credit, credit card and savings accounts may not be used):

Finance Department,  
Municipality of Wawa  
P. O. Box 500, 40 Broadway Avenue  
WAWA, ON P0S 1K0

Information is collected under the authority of the *Municipal Act, 2001*, S.O., c.25, Section 342 and the Municipal Freedom of Information and Protection of Privacy Act, and will be used to determine eligibility for enrolment in a Municipality of Wawa Pre-Authorized Payment Plan.

Authorized By	Date
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Internal Use Only	Date	Municipal Signature	Notice Must be Attached
NSF Payment			
NSF Payment			
Agreement Cancellation			

# **Municipality of Wawa**

## **Pre-Authorized Payment Plan Terms and Conditions**

### **Enrollment:**

- The customer must complete and sign an enrollment form.
- Should more than one signature be required on cheques issued against the account, all depositors must sign the application.
- The customer certifies that their bank account is in good standing with sufficient funds to cover pre-authorized payments as they come due.
- A void Cheque must be attached.
- No enrollment fees.
- A separate enrollment form must be completed for each property.
- Payment plans are not transferable to other properties. A new enrollment form must be completed for each property.

### **Missed/Returned Payments:**

- An NSF service charge will be levied for any payment that does not clear the account. This charge is subject to change without notice.
- The unpaid taxes or water & sewer services charges shall be subject to penalties if overdue.
- Missed payment installments must immediately be paid to date.
- The plan shall be terminated if two (2) payments are returned due to non-sufficient funds in a calendar year and the customer must pay balance as is due.
- The property owner shall be responsible for any interest, penalties or other charges that may be applied.

### **Change of Information and Termination:**

- Written notice is required for the following:
  - Change of mailing address.
  - Change of ownership.
  - Cancellation of the Pre-Authorized Payment Plan.
  - Change in banking information. A void cheque must accompany the notice of a new bank account with the appropriate signatures included on the notice.
  - Written notice must be provided at least 30 days prior to the next withdrawal date.
  - Failure to notify the Municipality may result in the cancellation of the Pre-Authorized Payment plan.
  - The Municipality shall require written consent from the property owner's Mortgage company, if applicable.
  - This agreement shall be terminated immediately should the Municipality of Wawa not be notified in writing of information required to process payments on this Pre-Authorized Payment Plan.
  - The property owner shall be responsible for any interest, penalties or other charges that may be applied.

### **Other:**

- Supplementary bills or other charges may not be paid through the Pre-Authorized Payment. These amounts must be made by another payment option.
- Credit amounts remain on the account. Refunds are only issued by request. The refund amount must be larger than \$50.00.

## **PLAN OPTIONS:**

### **Plan A:**

#### **Instalment Due Date Plan for Properties that are not in arrears.**

##### **Property Taxes**

- Payments in the exact amount of the interim and final installments are withdrawn directly from property owners bank account on the dates indicated. Four installment due dates.
- No penalty/interest added as paid by due date.

##### **Water & Sewer**

- Payments in the exact amount of the billing are withdrawn directly from property owners bank account on the dates indicated. Three billing due dates per year.
- No penalty/interest added as paid by due date.

### **Plan B:**

#### **Ten (10) Monthly Payment Plans for Properties that are not in arrears.**

- This plan runs from January to October of each year in ten (10) monthly payments. There are no deductions for the months of November and December.
- Applications must be received by November 15 to have the following year's payments withdrawn over 10 payments.
- Eligible to sign up at any time with payment amount reflecting the number of months remaining in the plan.
- Payments are withdrawn on the 15<sup>th</sup> of each month.
- No penalty/interest added.

##### **Property Taxes**

- The first six (6) payments (January-June) will be an estimated equal monthly amount and are based on last year's amounts. Once the final billing amount is known, the last four (4) payments (July-October) are adjusted to reflect the current year's amount, less the payments already made in the current year.

##### **Water & Sewer**

- The monthly withdrawals are based on the previous year billing. The amount will be revisited in May to see if any changes will be required for the remaining of the year.

## **Plan C:**

### **Twelve (12) Monthly Payment Plans for Properties.**

- This plan runs from January to December of each year in twelve (12) monthly payments.
- Applications must be received by November 15 to have next year's property taxes withdrawn over 12 payments.
- Eligible to sign up at any time with payment amount reflecting the number of months remaining in the plan.
- No penalty/interest added.

### **Property Taxes**

- The first six (6) payments (January-June) will be an estimated equal monthly amount and are based on last year's amounts. Once the final billing amount is known, the last six (6) payments (July-December) are adjusted to reflect the current year's amount, less the payments already made in the current year.

### **Water & Sewer**

- The monthly withdrawals are based on the previous year billing. The amount will be revisited in May to see if any changes will be required for the remaining of the year.

### **Questions:**

For further information on the Pre Authorized Payment Plan, please contact the Municipal Offices:

Finance Department  
Revenue Services  
Municipality of Wawa  
40 Broadway Avenue, P. O. Box 500  
WAWA, ON P0S 1K0  
Phone: (705) 856-2244 ext. 227  
Website: [www.wawa.cc](http://www.wawa.cc)

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