

## **PRE-AUTHORIZED PAYMENT PLAN FOR WATER ACCOUNTS**

The Municipality of Mississippi Mills has implemented a Pre-Authorized Payment Plan for water bill payments.

Below is some information pertaining to the Pre-Authorized Water Payment Plan for the Municipality of Mississippi Mills.

1. In order to qualify and participate in the Pre-Authorized Water Payment Plan, your water account(s) must be current, i.e. no arrears outstanding.
2. Payments for the Pre-Authorized Water Payment Plan will be withdrawn from your bank account on the **due date** (to be determined each billing) and will be for the **full amount due**. You will receive a copy of your bill in advance indicating the amount that will be withdrawn.
3. If the Municipality receives notification **twice** of non-sufficient funds (NSF) in your Bank Account to make the required water payment, the Municipality reserves the right to remove you from the Pre-Authorized Water Payment Plan.
4. If the Municipality receives notification of non-sufficient funds (NSF) in your bank account when it attempts to withdraw the payment, a \$30 service charge will apply. The service charge is subject to change without notice.

If you have any questions on the above information, please do not hesitate to contact Liz Syme at the Municipal Office, 613-256-2064 ext. 305.

*October 2023*

**THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS**  
**AUTHORIZATION FOR PRE-AUTHORIZED WATER PAYMENT PLAN**

WATER ACCOUNT NUMBER(S): \_\_\_\_\_

NAME (PLEASE PRINT): \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

TELEPHONE NO.: \_\_\_\_\_

BANK: \_\_\_\_\_

BRANCH ADDRESS: \_\_\_\_\_

CHEQUING ACCOUNT NO.: \_\_\_\_\_

I, as the Account holder, authorize the payee and the above-noted Financial Institution to debit my Account for payment of my water account on the due date.

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

- This authorization may be cancelled in writing or by calling 613-256-2064 ext. 305 at least FIVE (5) DAYS prior to any payment date.
- There will be a THIRTY (\$30) DOLLAR service charge for NSF transactions. The service charge is subject to change without notice. Accounts will be dropped from the Plan after two such transactions.
- Enclose a specimen of your cheque marked "VOID" or a Pre-Authorized Payment Form from the bank.

Questions regarding this Program should be directed to the Mississippi Mills Municipal Office at 613-256-2064 ext. 305.

*Personal information on this form is collected under the authority of section 312 of The Municipal Act and will be used only to administer a Pre-Authorized Water Payment Plan providing for the automatic deduction of water amounts from your Bank Account. Questions about this collection should be directed to the Municipal Freedom of Information and Privacy Coordinator at 613-256-2064 ext. 203.*

October 2023