PRE-AUTHORIZED DEBIT AGREEMENT

Water & Sewer Account Number: | | | | - | | | | | | - | | | |

Customer/Business Name(s): _____
Please print clearly (First) (Last)

Service Address: _____ _____
(#) (Street) (Town)

Telephone: Cell_____ Home_____ Business_____ext:___

Name of Authorized Signing Officer (*if applicable*): _____

REQUESTED PAYMENT PLAN (select one):

☐ **PLAN 1: Actual Billing**

The ACCOUNT BALANCE will be withdrawn from your designated bank account on the billing due date.

☐ **PLAN 2: Equal Payment**

Your estimated annual charges will be split into 11 equal monthly payments that will be withdrawn from your designated bank account on the 15th or 20th (Bracebridge customers) of the month, followed by a reconciliation payment on the 12th month. To ensure the plan is consistent with customer usage, the District frequently reviews accounts to ensure that the monthly payment amount accurately reflects each customer's consumption patterns and changes. If there is a significant difference, the District notifies the customer if a change to their monthly payment amount is required.

Please note: account balance must be zero before commencing either payment plan

OFFICE USE ONLY: Equal Payment Amount: $ _____ Start Date:_____

Yes ☐ I have attached a "voided" cheque and hereby authorize my financial institution to debit my account in the name of Muskoka Water and Sewer.

_____ _____
Signature of Account Holder or company Authorized Signing Officer Date

_____ _____
Signature of other person if bank account is joint Date

ATTACH VOID CHEQUE HERE

RETURN COMPLETED APPLICATION TO:
Email: watersewerbilling@muskoka.on.ca / Fax: 705-645-5319 / Mail: 70 Pine St., Bracebridge ON P1L 1N3
TERMS AND CONDITIONS

The persons described above hereby authorize Muskoka to debit the above described bank account for the purpose of paying municipal water and sanitary sewage fees and charges in accordance with the following terms and conditions.

I/WE authorize Muskoka and the financial institution designated to begin deductions as per my/our instructions for regular recurring payments and/or one-time payments from time to time, for payment of all charges arising under my/our Muskoka water and sanitary sewer account(s) described above. Regular payments for the full amount of services delivered or, equal billing amounts and amounts due after reconciliation if the equal billing plan option has been chosen, will be debited to the specified account on the 15th or 20th day of each month or the next business day following. Muskoka will provide ten (10) days written notice of the amount of each such debit. Muskoka will issue a user fee invoice showing the amount of each debit in advance of each debit being made. Muskoka will obtain my/our authorization for any other one-time or sporadic debits.

This Agreement is to remain in effect until Muskoka has received written notification from me/us of its change or termination. This notification must be received at least ten (10) business days before the next debit is scheduled at the address provided below. I/We may obtain a sample cancellation form, or more information on my/our right to cancel this Agreement at my/our financial institution or by visiting www.cdnpay.ca.

Muskoka may not assign this Agreement, whether directly or indirectly, by operation of law, change of control of otherwise, without providing at least ten (10) days prior written notice to me/us.

I/We have certain resource rights if any debit does not comply with this agreement. For example, I/we have the right to receive reimbursement for any debit that is not authorized or is not consistent with the Agreement. To obtain a form for a Reimbursement Claim, or for more information on my/our resource rights, I/we may contact my/our financial institution or visit www.cdnpay.ca

I/We acknowledge that if the Equal Billing Box has been checked herein, the following rules shall apply:

(i) Muskoka may immediately begin debiting the above noted bank account in an amount equal to the Initial Equal Billing Amount;
(ii) Muskoka shall, at least once annually and, in any event, on termination of service, undertake a reconciliation of the account. If it is determined that the amount paid under the equal billing plan is less than the amounts actually due, Muskoka may debit the account for the difference;
(iii) If it is determined that the amounts paid under the equal billing plan are greater than the amounts due and the service has been terminated, Muskoka may credit the bank account for such amount. A credit under this section shall fully and completely discharge Muskoka's obligations with respect to any amount so credited. If service is not being terminated, the credit shall appear in the next invoice for the account; and
(iv) Muskoka may, at any time, undertake a review of the equal billing amounts including the Initial Equal Billing and adjust the amount to reflect the actual fees and charges. When Muskoka proposes to adjust an equal billing amount it shall provide fourteen (14) days advance notice to the customer.

I/We understand that termination of this Agreement does not relieve me/we of our obligation to pay for water and sanitary sewer services provided by Muskoka.

I/We warrant that all persons whose signatures are required to sign on the above noted bank account have signed this agreement.

Personal information on this form is collected by The District Municipality of Muskoka for the purpose of administering the water and sewer account described herein and for no other purpose. Applicants are advised that information collected in this form may be required to be disclosed under the Municipal Freedom of Information and Protection of Privacy Act. Questions should be directed to the Freedom of Information Coordinator at 70 Pine Street, Bracebridge, ON P1L 1N3.