



TOWNSHIP OF WEST LINCOLN

318 Canborough St.
P.O. Box 400
Smithville, Ontario
L0R 2A0
Phone: 905-957-3346
Fax: 905-957-3219



Water Department Pre-Authorized Payment Authorization Form

NAME _____

MAILING ADDRESS _____

HOME TELEPHONE NO. _____

BUSINESS TELEPHONE NO. _____

WATER ACCOUNT NUMBER _____

SERVICE ADDRESS _____

I/We hereby Authorize The Corporation of the Township of West Lincoln to debit my/our Canadian account indicated below for each billing of all payments due payable to The Township of West Lincoln on the due date shown on each billing.

Financial Institution _____

Branch Address _____

Account Number _____

I/We understand that each payment shall be handled in the same manner as if I/We had written a cheque for such amount.

Date _____

Signature _____

Signature _____

If the account is in joint names, two signatures are required. For verification purposes, please enclose a Personal cheque drawn on your financial institution marked "VOID".

The Township of West Lincoln
Pre-Authorized Payment Plan

HOW DOES THIS PLAN WORK?

This alternative will provide you with the convenience of automatic debit to our bank account on the due date for the water invoice. Once the Township receives your completed Authorization Form and a cheque marked "VOID", the water invoice will be mailed so that you are aware of the date and amount.

TERMINATION OF THE PLAN

You may cancel participation in the plan at any time by advising the Treasury Department. The Township Treasurer may cancel the privilege of continuing the plan if two payments fail to be honoured in the accounting year. Upon cancellation, penalty will be charged on any overdue balance.

If you move, change banks or bank accounts, you must notify the Treasury Department immediately by calling 905-957-3346.

Personal information collected will be used for the purposes indicated only, in accordance with the Municipal Freedom of Information & Privacy Act. Questions regarding the collection of personal information may be directed to the Office of the Municipal Clerk.