

**AUTHORIZATION FORM  
PRE-AUTHORIZED ELECTRONIC PAYMENTS ( WATER/SEWER)**

**ADVANTAGES :**

- 1) Savings on postage, bank charges and mileage.
- 2) No more worries while out of town or on vacation.
- 3) No more penalty charges on late payments.
- 4) The plan can be cancelled 15 days before the withdrawal date.
- 5) Withdrawals are made on the same date each month.

**PROCEDURE TO FOLLOW :**

- 1) In order to adhere to one of these two plans, your water & sewer account must be paid in full.
- 2) Fill out the authorization form and the desired option.
- 3) Sign the authorization form.
- 4) Attach a personal blank cheque marked 'Void'.
- 5) Send the form to the town hall office.

Utility bill Account No :	Name :	Starting on :
Tel (home) :		Tel (work/cellular) :

**CHOOSE (X) YOUR PAYMENT OPTION :**

<b>1) BUDGET PLAN ( )</b> (12 annual payments)	The withdrawals will be made on the 10 <sup>th</sup> day of each month. <u>An adjustment will be made every three months:</u> The two first installments of each invoice will be based on the first yearly invoice and the balance on the third installment.
<b>2) REGULAR PLAN ( )</b> (4 annual payments)	The withdrawals will be made at the due date shown on the invoice APRIL - JULY - OCTOBER - JANUARY
Financial institution	Account no.

**It is your responsibility to advise us of any changes of your bank account or if you have sold your property.**

We authorize The Nation Municipality to withdraw the required amounts from our account. All refused payment a fee of \$20.00 will be applied The municipality may cancel this authorization.

SIGNATURE :	DATE :
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**After two cancelled withdrawals we will void your pre authorized payment plan.**

e-mail: utility@nationmun.ca  
Jessica Prézeau, Services Clerk  
TEL : (613) 764-5444 Ext 234