



THE CORPORATION OF THE MUNICIPALITY OF HURON EAST
UTILITY PRE-AUTHORIZED PAYMENT PLAN ENROLMENT FORM
Phone: 519-527-0160 Fax: 519-527-2561

How Does the Plan Work?

The Pre-Authorized Payment Plan enables you to pay your utility bills directly from your bank account. The Municipality does not charge for this service; however normal bank service charges may apply. All accounts must be in good standing prior to enrolling in a Pre-Authorized Payment Plan.

What if I change chequing accounts?

If you change your bank account, a new void cheque is required at least TWO WEEKS prior to the next payment date.

How can the plan be terminated?

You may withdraw from the Plan by giving written notice at least TWO WEEKS prior to the next payment date. If two withdrawals from your account fail to be honoured by your financial institution the Utility Dept. may cancel the agreement. You will be assessed the Municipality's normal NSF administration fee. If you withdraw from the Plan or your Plan is cancelled, all unpaid utilities become due and payable, and are subject to the standard penalties.

Any Questions?

If you have any questions about this Plan, please call the at 519-527-0160

Name	Property Address
Mailing Address	Utility Account Number

I/we hereby authorize my Financial Institution to debit my account for payment of my Municipality of Huron East water and/or sewage bill. This authorization will remain in effect until the Municipality of Huron East has received written notice of cancellation from the undersigned, or until the Municipality of Huron East has sent the undersigned notice of termination of this agreement.

Name of Bank, Trust Company or Financial Institution _____

Branch Address: _____

Account No: _____

Branch (5 digits)	Inst. (3 digits)	Acct. Number
Complete Account Number (As indicated on personal cheque)		

FOR BANK VERIFICATION PURPOSES, PLEASE ENCLOSE/ATTACH A BLANK PERSONAL CHEQUE MARKED "VOID". For joint accounts, all depositors must sign this form, if more than one signature is required on cheques issued against this account.

DATE: _____

TELEPHONE NUMBER: _____

SIGNATURE: _____

Return Form to :
 Municipality of Huron East
 PO Box 610
 Seaforth ON
 N0K 1W0

Inquiry Contact:
 Sherrie Oliver, Utility Clerk
 Phone: 519-527-0160 or 1-888-868-7513
 Fax: 519-527-2561
 e-mail: soliver@huroneast.com