



56 Queen Street  
 Port Hope, ON L1A 3Z9  
 t: 905.885.4544  
 f: 905.885.1807  
[finance@porthope.ca](mailto:finance@porthope.ca)

I am requesting a Potable Smart Card

I am requesting a Non-Potable Smart Card

**Water Filling Station - Smart Card Application**

Please complete Part 1 and Part 2.

Office Use Only			
Original Application Smart Card Numbers: _____			
Additional Smart Card Numbers: _____			
Payment Method:	Cash Receipt Number:	Processed by:	Date:
Cash    Dbt    Chq	_____	_____	_____

Part 1 - Customer Information		
Business Name:	Contact Person(s):	
_____	_____	
Mailing Address:	Town/City:	Phone Number:
_____	_____	_____

Part 2 - Terms of Agreement
Each customer (company) will fully complete the agreement, which will enable the use of the Port Hope Bulk Water Filing Station, subject to the activation of the Smart Card. This agreement is a one-time application and provides the customer one Smart Card.
Smart Card: <ul style="list-style-type: none"> <li>- The Municipality assigns a Personal Identification Number (PIN) to the card, which is obtained from staff at 56 Queen Street, Port Hope, Ontario L1A 3Z9.</li> <li>- The customer will prepay a \$100.00 deposit which staff will encode onto the Smart Card. Payments can be made by cash, cheque or debit.</li> <li>- The customer will monitor the balance on the card at the filling station.</li> </ul>
PIN Number: <ul style="list-style-type: none"> <li>- The PIN will be assigned by the Municipality - but can be changed by the customer at time of issuance (ONLY).</li> <li>- Staff will verify the customer with the applicant signing the application.</li> <li>- If the customer has more than one card, the PIN can be the same on all cards.</li> </ul>
Additional or Replacement Smart Cards: <ul style="list-style-type: none"> <li>- Additional and replacement cards are available for \$10.00 each.</li> <li>- Staff will record the card number on the application.</li> </ul>
Lost Smart Cards: <ul style="list-style-type: none"> <li>- The customer will notify the Municipality in writing, the approximate day the card was used when making a request for a refund of the unused balance.</li> <li>- A refund will not be processed until 10 days after of the date of request received.</li> <li>- A refund of the unused balance will be applied to a new card.</li> <li>- Once refunded, if the lost cad is found, the applicant will ensure that it is not used and returned to the Municipality.</li> <li>- Lost cards may be replaced - see Additional or Replacement Smart Cards.</li> </ul>



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**Damaged Smart Cards:**

- Cards that no longer operate the filling meter because they are dirty, demagnetized or otherwise damaged may be replaced or refunded.

**Returned or Refunded Smart Cards:**

- The refund of the unused balance will be paid to the customer applicant by cheque on return of Smart Card.

**Care and Operation at Water Filling Station:**

- Funds can be added to your Smart Card at the Finance Department (56 Queen Street, Port Hope, ON, L1A 3Z9)
- Filling Station can be found at: 35 Marsh Street, Port Hope, ON
- The Customer must follow the instructions mounted inside the control box. A demonstration is available upon request.
- When tank filling is completed, the customer must close control box door and ensure it is properly latched.
- If problems are experienced at the Filing Station, please refer to instructions at Filing Station.

I have read the above and agree to the terms of the agreement.

Signature: \_\_\_\_\_

Date: (YYYY/MM/DD) \_\_\_\_\_