



56 Queen Street
Port Hope, ON L1A 3Z9
t: 905.885.4544
f: 905.885.1807
waterbilling@porthope.ca

Pre-Authorized Payment Plan Enrolment Application Form - WATER & SANITARY SEWER

Pre-Authorized Payment Plan Conditions

I/we agree to the following conditions:

- By enrolling in the Pre-Authorized Payment Plan for water and sanitary sewer, I am authorizing the financial institution identified to withdraw tax payments payable to the Municipality of Port Hope.
- I will notify the Municipality of Port Hope promptly in writing of changes of my financial institution, branch, or account. If I am changing ownership of the property and/or need to cancel these pre-authorized payment arrangements, I will notify you in writing giving at least 21 days notice.
- The Municipality of Port Hope reserves the right to cancel these pre-authorized payment arrangement with written notice to you.
- If two (2) payments in the same calendar year fail to be honoured, the Director of Finance may cancel enrolment in the plan. Each payment that is not honoured from the account under the plan will be assessed by the Municipality's current administration fee. I am aware that the Municipality will not retry a returned NSF payment. This payment **must be paid** by the end of the month in which it occurred.
- I understand that, after my enrolment in the plan has been approved, I will receive from the Municipality of Port Hope, a notice of the amount of withdrawal and will receive written notification from the Municipality as adjustments are made to the withdrawal amount due to new billings or otherwise.
- I am protected against a loss due to error, fraud or misrepresentation, provided that I notify the financial institution identified above of the problem within 90 days of the date the payment was charged to my account.
- Once I have received notice of the amount of withdrawal, I will check my account statement regularly to confirm that withdrawals are being made in accordance with the authorization I have signed with the Municipality of Port Hope.