



Municipality of Wawa  
**PRE-AUTHORIZED PAYMENT PLAN**  
**Authorization Agreement**



I/We, the undersigned, hereby authorize the financial institution (identified below) to draw payments from the account (identified below) payable to the Municipality of Wawa for payment of municipal property taxes and/or water & sewer services.

PLEASE PRINT:

Property Roll No 5776-000-	Property Address	Mailing Address
Water & Sewer Account No. 000-	Daytime Phone No.	Residence Phone No.
Property Owner Last Name	Property Owner First Name	Email Address

**Financial Institution** The following information is only required if a void cheque is not being submitted.

Name of Institution		Transit No.	
Bank No.		Account No.	
Name of Official	Address		Phone No.
Title	Signature		Fax No.

<b>Plan Options</b> Please checkmark boxes	Plan A <input type="checkbox"/> Installment Plan <input type="checkbox"/> Taxes <input type="checkbox"/> Water & Sewer	Plan B <input type="checkbox"/> 10-Month Plan <input type="checkbox"/> Taxes <input type="checkbox"/> Water & Sewer	Plan C <input type="checkbox"/> Arrears Plan Property Taxes ONLY. Must be authorized by the Treasurer prior to enrolment.
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**I/We have read the Pre-Authorized Payment Plan Terms and Conditions and understand and accept the Terms and Conditions of participating in this plan.**

**Authorizing Signature(s).** Note: If more than one signature is required for the account, **all must sign this agreement.**

Signature 1	Signature 2
Date	Date

Send this completed application and a VOID Cheque to (line of credit, credit card and savings accounts may not be used):

Finance Department,  
Municipality of Wawa  
P. O. Box 500, 40 Broadway Avenue  
WAWA, ON P0S 1K0

Information is collected under the authority of the *Municipal Act, 2001*, S.O., c.25, Section 342 and the Municipal Freedom of Information and Protection of Privacy Act, and will be used to determine eligibility for enrolment in a Municipality of Wawa Pre-Authorized Payment Plan.

Authorized By	Date
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Internal Use Only	Date	Municipal Signature	Notice Must be Attached
NSF Payment			
NSF Payment			
Agreement Cancellation			

# **Municipality of Wawa**

## **Pre-Authorized Payment Plan Terms and Conditions**

### **Enrollment:**

- The customer must complete and sign an enrollment form.
- Should more than one signature be required on cheques issued against the account, all depositors must sign the application.
- The customer certifies that their bank account is in good standing with sufficient funds to cover pre-authorized payments as they come due.
- A void Cheque must be attached.
- No enrollment fees.
- A separate enrollment form must be completed for each property.
- Payment plans are not transferable to other properties. A new enrollment form must be completed for each property.

### **Missed/Returned Payments:**

- An NSF service charge will be levied for any payment that does not clear the account. This charge is subject to change without notice.
- The unpaid taxes or water & sewer services charges shall be subject to penalties if overdue.
- Missed payment installments must immediately be paid to date.
- The plan shall be terminated if two (2) payments are returned due to non-sufficient funds in a calendar year and the customer must pay balance as is due.
- The property owner shall be responsible for any interest, penalties or other charges that may be applied.

### **Change of Information and Termination:**

- Written notice is required for the following:
  - Change of mailing address.
  - Change of ownership.
  - Cancellation of the Pre-Authorized Payment Plan.
  - Change in banking information. A void cheque must accompany the notice of a new bank account with the appropriate signatures included on the notice.
  - Written notice must be provided at least 30 days prior to the next withdrawal date.
  - Failure to notify the Municipality may result in the cancellation of the Pre-Authorized Payment plan.
  - The Municipality shall require written consent from the property owner's Mortgage company, if applicable.
  - This agreement shall be terminated immediately should the Municipality of Wawa not be notified in writing of information required to process payments on this Pre-Authorized Payment Plan.
  - The property owner shall be responsible for any interest, penalties or other charges that may be applied.

### **Other:**

- Supplementary bills or other charges may not be paid through the Pre-Authorized Payment. These amounts must be made by another payment option.
- Credit amounts remain on the account. Refunds are only issued by request. The refund amount must be larger than \$50.00.

## **PLAN OPTIONS:**

### **Plan A:**

#### **Instalment Due Date Plan for Properties that are not in arrears.**

- Payments in the exact amount of the interim and final installments are withdrawn directly from property owners bank account on the dates indicated. Four installment due dates.
- No penalty/interest added as paid by due date.

### **Plan B:**

#### **Ten (10) Monthly Payment Plans for Properties that are not in arrears.**

- This plan runs from January to October of each year in ten (10) monthly payments. There are no deductions for the months of November and December.
- Applications must be received by November 15 to have the following year's payments withdrawn over 10 payments.
- The first six (6) payments (January-June) will be an estimated equal monthly amount and are based on last year's amounts. Once the final billing amount is known, the last four (4) payments (July-October) are adjusted to reflect the current year's amount, less the payments already made in the current year.
- Payments are withdrawn on the fifteen of each month.
- No penalty/interest added:

### **Plan C:**

#### **Monthly Arrears Payment Plan only for Properties in Tax Arrears.**

- Customers must enter into an acceptable payment schedule with the Treasurer.
- This plan does not supersede any other tax payment agreements or tax registration processes.
- Agreed upon monthly payments withdrawn from customer's bank account.
- Penalty/interest will be added based on existing policy and legislation.
- Interim, Final Tax Bills and Monthly Statements and other notices will be issued.
- Once the account is paid to date, the ratepayer may choose the Monthly or Instalment Date Plan Option as above.
- Payments are withdrawn on the fifteen of each month.

### **Questions:**

For further information on the Pre Authorized Payment Plan, please contact the Municipal Offices:

Finance Department - Revenue Services  
Municipality of Wawa  
40 Broadway Avenue, P. O. Box 500  
WAWA, ON P0S 1K0  
Phone: (705) 856-2244 ext. 227  
Website: [www.wawa.cc](http://www.wawa.cc)

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