



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	Plan B <input type="checkbox"/> 10-Month Plan	Plan C <input type="checkbox"/> Arrears Plan
	<input type="checkbox"/> Taxes <input type="checkbox"/> Water & Sewer	<input type="checkbox"/> Taxes <input type="checkbox"/> Water & Sewer	Property Taxes ONLY

**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 January 10 to have the whole years' payments withdrawn over 10 payments. If received later, the amount of payments will be reduced based on the number of months remaining until October.
- 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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