



REQUEST FOR CHANGE OR CANCELLATION OF PRE-AUTHORIZED PAYMENT PLAN (PAP)

Please complete this form and return it to:
The Municipality of Central Elgin
450 Sunset Drive, St Thomas ON N5R 5V1
Phone: 519-631-4860 / Fax: 519-631-4036
Email: finance@centralelgin.org

Name(s): _____

Property Roll No: _____

Water Account: _____

Property Address: _____

- CHANGE financial institution/account information** (MUST attach a VOID cheque below)
- CHANGE PAP Plan Type to:** **12 month PAP** **Bi-Weekly** **Installment** (Mar, May, Sep, Nov)
- CANCEL Plan** Effective Date: _____

In this Authorization, "I", "me" and "my" refers to each Account Holder who signs below. If more than one signature is required for the account, all must provide an authorized signature. I warrant and guarantee that all person(s) whose signatures are required to sign on the account have signed this Authorization.

I authorize the Municipality of Central Elgin and the financial institution designated (or any other financial institution I may authorize at any time) to begin deductions as to the type of plan I selected on this application. This notification must be received at least ten (10) business days before the next debit is scheduled at the address provided above. This authority is to remain in effect until the Municipality has received written notification from me of its change or termination, subject to providing notice of ten (10) business days. The Municipality reserves the right to change/cancel any agreement within ten (10) business days of written notice sent to the account holder.

I understand that the Municipality will levy a service charge (plus applicable interest) against my tax account upon any payment returned by the banking system and that this agreement may be deemed null and void.

Signature of Account Holder: _____ Date: _____

Signature of Joint Account Holder (if applicable): _____ Date: _____

Any personal information provided on this form is collected, used and disclosed in accordance with the *Municipal Freedom of Information Protection of Privacy Act* (MFIPPA). We will not sell, share, or rent your personal information to any third party. The Municipality will only use or disclose your personal information in accordance with what is permitted under MFIPPA.

You have certain rights if any debit does not comply with this agreement. For example, you have the right to receive reimbursement for any debit that is not authorized or is not consistent with this PAP Agreement. To obtain more information on your recourse rights, contact your financial institution or visit www.cdnpay.ca

ATTACH VOID CHEQUE HERE

Transit No (5 digits) _____ Institution (Bank) # _____ Account # _____

ACCOUNT HOLDER NAME STREET ADDRESS CITY, PROVINCE POSTAL CODE	DATE _____	001
VOID		
PAY TO THE ORDER OF _____	\$ _____	/100 DOLLARS
BANK NAME BANK STREET ADDRESS BANK CITY, PROVINCE POSTAL CODE		
⑈00⑈	⑆05550⑆	⑈004⑈
Branch / Transit Number	Bank Number	Account Number