



### Finance Department

988 County Road 10 Tel: (705) 932-9338  
Millbrook, Ontario Fax: (705) 932-3458  
LOA 1G0 [www.cavanmonaghan.net](http://www.cavanmonaghan.net)

### Pre-Authorized Payment Plan (Water/Sewer)

#### How the Plan Works

Once you join the plan, bi-monthly water/sewer bill amount will be deducted automatically on the due dates from your account at your financial institution. The amount will be shown in your passbook or on your monthly statement.

You will continue to receive a bi-monthly water/sewer bill, which reflects the automatic payment.

#### Save Time and Money

- No more cheques to write
- No waiting in line to pay your bill
- No postage or cheque costs
- No late payment penalties
- Ensure prompt payment when you're busy, ill or away

#### This Plan is Optional

When your form and void cheque are received 10 business days prior to the due date, you account will be activated on the Pre-Authorized Payment Plan.

You may withdraw at any time, provided you give written notice to our Finance Department at least 21 days prior to the due date.

#### How To Join

- You must have a chequing (or chequing /savings) account in Canadian Funds at a Canadian Bank, Trust Company, Credit Union, or other Financial Institution
- Complete the Authorization Agreement in this brochure
- Attach an unsigned "VOID" cheque
- Forward to:  
Township of Cavan Monaghan  
Finance Department  
988 County Rd. 10  
Millbrook, Ontario  
LOA 1G0

#### Message on your Water/Sewer Bill

A message will appear on you water/sewer bill to advise you when your account is activated on the Pre-Authorized Payment Plan.

#### Further Information

Information is available by calling our Finance Department at (705) 932-9336. Please note there will be a \$40.00 charge for any payment request refused by your bank due to insufficient funds or a closed account. A second occurrence will automatically cancel your pre-authorized payment arrangements. Any outstanding amount(s) will become due immediately. You must notify us immediately of any changes in bank accounts, residence, or sale of property.



### Pre-Authorized Plan for Water/Sewer Authorization Agreement

Effective Date: \_\_\_\_\_

I/We hereby authorize the Township of Cavan Monaghan and the Financial Institute designated below to begin bi-monthly deductions for payment of my/our Water/Sewer Account. The authority is to remain in effect until the Township of Cavan Monaghan is notified in writing of the termination date.

Please Print:

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Water/Sewer Account No.: \_\_\_\_\_

Signature(s): \_\_\_\_\_  
\_\_\_\_\_

\*For joint accounts, all depositors must sign when more than one signature is required on a cheque issued on that account.

Please complete all information requested, detach Authorization Agreement, attach a cheque marked "VOID"

Forward to:  
The Township of Cavan Monaghan  
Finance Department  
988 County Rd. 10  
Millbrook, Ontario LOA 1G0

Or Fax to: (705) 932-3458