



## **Pre-Authorized Payment Plan**

### **~ Utilities ~**

The Blue Mountains offers a Pre-Authorized Payment Plan for Utility customers. If you wish to enroll in the Pre-Authorized Payment Plan, please complete the attached form and submit with a “Void” cheque to the Town of The Blue Mountains.

**Please note:** Property owners currently enrolled in the Pre-Authorized Payment Plan for Taxes must still complete the enclosed application and submit a “Void” cheque to be registered for Pre-Authorized payments for Utilities.

### **Pre-Authorized Payment Plan – Convenience and Savings!!**

Pre-authorized payments have many benefits:

- There are no cheques to write out
- You will save on postage and transportation
- You don't have to keep track of due dates or payments
- You will avoid paying a penalty for missing a due date

### **Six Payments**

On each due date (estimated February, April, June, August, October and December) the utility payment (amount due) will be automatically withdrawn from your bank account.

### **Are you eligible?**

- If you own property in The Blue Mountains, you can take advantage of this convenient program.
- You can enroll any or all of your properties in this program.
- Your initial application is valid as long as you own the property and for as long as you want to stay in the plan. **You do not have to reapply every year.**

### **Withdrawal or Information Change**

If you have information changes, sell your property, or want to withdraw from the Pre-Authorized Payment Plan, please notify Finance & IT Services in person or writing by the 1st day of the month.

**Applicants to the Pre-Authorized Payment Plan**, please complete the application below and return it:

**By Mail:** Town of The Blue Mountains  
PO Box 310  
Thornbury, ON N0H 2P0

**In Person:** Reception Desk  
32 Mill Street  
Thornbury, ON

With your application you must enclose one of your personal cheques marked "VOID". This will ensure that payments are withdrawn from the correct bank account.

**Property Information:**  **First Time Application**  **Information Update**

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

**Utility Account Number:** \_\_\_\_\_ - \_\_\_\_\_

**Property Address:** \_\_\_\_\_

**Mailing Address (if different from above):** \_\_\_\_\_

**Telephone (res.)** \_\_\_\_\_ **Telephone (bus.)** \_\_\_\_\_

**Telephone (cell)** \_\_\_\_\_

**Six (6) utility payments (amount due) payable on due date**

I / We authorize Town of The Blue Mountains to debit my / our account as indicated for all utilities payable to Town of The Blue Mountains. The treatment of each payment shall be the same as if I / We had personally issued a cheque authorizing payment from my / our account. This authorization may be cancelled upon written notice by me / us.

**Signature of account holder:** \_\_\_\_\_

**Signature of account holder:** \_\_\_\_\_  
**(if joint account)**

**Please don't forget to include a "Void" cheque**