

# Bowser Waterworks District

## Pre-Authorized Billing Payment for Taxes - Application

**ACCOUNT HOLDER INFORMATION:**

First Name: (or corporate name if applicable)	Initial:	Family Name:	
Mailing Address:	City:	Prov:	Postal Code:
Service Address: <i>(if different from mailing)</i> :			
Legal Description:			
Home Phone:		Work Phone:	
Parcel Tax Account Number (9-character):			

**FINANCIAL INSTITUTION INFORMATION:**

**FOR OFFICE USE:**

NAME:
ADDRESS:

Bank #
Branch #
Account #

- 1) In this Authorization, "I", "me", and "my" refer to each Account-Holder(s) who sign below.
- 2) I agree to participate in this pre-authorized payment plan and I authorize the Bowser Waterworks District to draw a debit, in paper, electronic, or other form (a "Pre-Authorized Payment"), on my account indicated above (Parcel Tax Account Number), at the Financial Institution indicated above for the purpose of **PARCEL TAX BILL PAYMENTS** under the terms and conditions agreed to by me with the Bowser Waterworks District (BWD).
- 3) I may revoke this Authorization by calling the BWD Office at 250 757-8363, twenty (20) days in advance of my next Pre-Authorized Payment date. I agree that revocation of this Authorization does not terminate any contract that exists between me and the Bowser Waterworks District concerning my Parcel Tax bill.
- 4) I agree to promptly inform the BWD Office of any change in Financial Institution Account information.
- 5) I agree that ALL persons whose signatures are required to sign on the Financial Institution Account have signed the Authorization below.

**Please read the Information Sheet**

Please include a blank cheque, with the word "VOID" written across it.

For Joint accounts, if more than one signature is required on cheques, then more than one signature must be included on this application.

The current charge for dishonoured payments is \$25.00. Pre-authorized payments that are not honoured by your Financial Institution will result in the \$25.00 fee being added to your Parcel Tax Billing Account.

More than one (1) dishonoured pre-authorized payment plan payment may result in the removal of this account from the Plan.

Date
Signature of Authority
Signature of Authority
BWD Parcel Tax Account Number

# Bowser Waterworks District

## **Pre-Authorized Billing Payment for Taxes - Information Sheet**

The Pre-Authorized Payment Plan for Parcel Tax Billing has been set up to provide customers with an alternate method for paying their Bowser Waterworks District **Annual Parcel Tax Invoices**.

The Application Form must be completed, signed, and accompanied by a blank cheque, marked **VOID** in order for us to set up the Plan.

A separate application form is required for each Parcel Tax Billing Account that you wish to set up on the Plan. Each Parcel Tax Billing Account that you set up on the Plan will result in a separate payment deduction from your bank account.

### **Questions and Answers about the Plan:**

#### **Q. WHAT WILL BE THE DEDUCTION AMOUNT?**

**A. The deduction amount will be dependent on your Parcel Tax Bill. We will deduct the total amount of your Parcel Tax Bill, unless your Parcel Tax Bill shows a credit balance.**

#### **Q. HOW WILL MY BANK ACCOUNT BE CHARGED?**

**A. Annually, the Bowser Waterworks District will advise your bank or financial institution of your payment requirement. The Bowser Waterworks District (BWD) does not charge for this service; however, your bank or financial institution may make a charge for your withdrawal(s), depending on the type of account you have with your bank.**

#### **Q. ON WHAT DATE WILL THE PRE-AUTHORIZED PAYMENT AMOUNT BE DEDUCTED FROM MY BANK ACCOUNT?**

**A. The payment amount will be deducted from your bank account on the Payment Due Date as indicated on the Parcel Tax Invoice.**

#### **Q. WHAT IF I SWITCH BANK ACCOUNTS TO ANOTHER BRANCH, OR ANOTHER BANK?**

**A. PLEASE CALL the BWD OFFICE at 250 757-8363, at least 20 DAYS in advance to arrange a NEW AGREEMENT, so that your payments can continue.**

#### **Q. IF I SIGN UP FOR THE PRE-AUTHORIZED PAYMENT PLAN, CAN I STOP A PAYMENT?**

**A. Yes, you can instruct your bank to stop payment BEFORE the deduction goes through your account. You MUST ADVISE the BWD Office by calling AT LEAST 20 DAYS in advance of the Payment Due Date in order for us to remove your payment deduction information from the data we pass to the bank. Once your payment deduction information has been removed from the Plan, it will be necessary to RE-APPLY for the Pre-Authorized Payment Plan. PLEASE REMEMBER THAT IF A PAYMENT DEDUCTION IS NOT HONOURED BY YOUR BANK, AND YOU HAVE NOT NOTIFIED US IN ADVANCE, A \$25.00 SERVICE CHARGE WILL BE APPLIED TO YOUR PARCEL TAX BILLING ACCOUNT. Please remember to make your payment using one of the other payment options listed on your Parcel Tax invoice. Late payments could result in a penalty.**

#### **Q. WHAT IF I DECIDE TO DISCONTINUE THE PRE-AUTHORIZED PAYMENT PLAN?**

**A. You can terminate by calling the BWD Office at 250 757-8363. The bank CANNOT remove your authorization. Please remember to make your payment using one of the other payment options listed on your Parcel Tax invoice. Late payments could result in a penalty.**

#### **Q. HOW DO I/WE ARRANGE FOR PRE-AUTHORIZED PAYMENTS?**

**A. Complete the authorization form and return it to the BWD Office WITH A SAMPLE CHEQUE marked "VOID".**

**For further information please call the BWD Office at 250 757-8363.**