



## Pre-Authorized Water Utility Payment Plan

### Introduction

The Township of Laurentian Valley offers water utility payer's two quick, easy and convenient ways to pay their invoices. You may choose from Invoice due dates or 10 monthly payments. These plans are offered to you free of administrative charges.

### How does the Plan work?

**For the Invoice Pre-Authorized Plan** – Invoice amounts will be deducted from the account provided on the invoice due dates. Each year, you will receive your First and Final Utility Invoices which will indicate the amount to be withdrawn.

**For the Monthly Pre-Authorized Plan** – Monthly payments will be deducted from the account provided on the twentieth (20<sup>th</sup>) day of each month or on the next business day should the twentieth (20<sup>th</sup>) day fall on a weekend or holiday commencing each year in March. Each year, in February/March, you will receive a notice from the Township which will indicate the monthly amount to be deducted as well as your First and Final Utility Invoices that indicate your enrollment in the PAP program.

Regardless of which option you choose, you are automatically enrolled in the program for subsequent years.

A **Monthly** withdrawal request not honoured at the bank (i.e. Non-sufficient funds (NSF) or stop payment etc.) will be subject to a service charge as established by the Township of Laurentian Valley's Charges for the Sale of Various Items and Tariff of Miscellaneous Fees By-Law. A letter will be sent out to notify you that the account must be brought to current prior to the next payment being processed.

An **Invoice** withdrawal request not honoured at the bank (i.e. Non-sufficient funds (NSF) or stop payment etc.) will be subject to a service charge as established by the Township of Laurentian Valley's Charges for the Sale of Various Items and Tariff of Miscellaneous Fees By-Law. It will be your responsibility to make an alternative method of payment, including the service and penalty and interest charge, by the following month or the water utility account may be removed from the plan.

If **two or more** payments (Monthly or Invoice) fail to be honoured, the Treasurer may revoke continued enrollment in the plan as well as cancel the privilege to participate in the plan for one (1) year. Utility accounts disqualified from the program shall revert to the regular invoice billing system and be subject to penalty and interest in accordance with Municipal By-Laws.

613-735-6291  
F: 613-735-5820

Laurentian Valley  
460 Witt Road  
Pembroke, ON  
K8A 6W5



The Finance Department must be notified, in writing, at least 15 days before the next withdrawal for any changes or cancellations to your PAP and/or banking information.

**How do you enroll in the Plan?**

1. All prior outstanding water utility fees must be paid.
2. Complete the "Pre-Authorized Payment Agreement" which allows the Municipality to automatically withdraw the applicable monthly/invoice payments from your bank account.
3. Submit a void cheque or a personalized pre-authorized debit slip along with your completed application agreement to our office via fax 613-735-5820 or forward to the Township of Laurentian Valley, Finance Department, 460 Witt Road, Pembroke, ON K8A 6W5.
4. If you wish to join the Monthly Pre-Authorized Payment Plan during the year, please contact the Finance Department.

**It is the ratepayer's responsibility, not your lawyer's, to inform us in writing to stop the pre-authorized payment plan at least fifteen (15) days before the next payment is processed.**

Thank You.

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