



## Town of Milestone Pre-Authorization Agreement

### Account Holder Information

First Name:		Last Name:	
Mailing Address:		City/Town:	
Province:	Postal Code:	Primary Phone#:	
Email:	I would like my utility/tax/general receipts emailed to me <input type="checkbox"/> Yes <input type="checkbox"/> No		

### Banking Information (Please include a VOID cheque)

Branch:	
Financial Institution ID Number <input type="text"/> <input type="text"/> <input type="text"/>	Branch Transit Number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Account Number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Monthly Payment Amount: \$	Withdrawal Date: <input type="checkbox"/> 1 <sup>st</sup> of Month <input type="checkbox"/> 15 <sup>th</sup> of Month <input type="checkbox"/> Billing Due Date
Is this a change to your current Pre-Authorization Agreement? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, please indicate the change.)	

### Billing Information

**Please note: If you wish the Town of Milestone to withdraw payments for more than one (1) account (ie. Utility and/or Taxes), a separate pre-authorization agreement will need to be completed for each account.**

Utility Account Number:	Tax Roll Number:
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### Pre-Authorization Agreement

- I/We authorize the Milestone Municipal Office, and the financial institution being designated to begin deductions as per my/our instruction for monthly regular recurring payments, and/or one-time payments from time to time, for payment of all charges arising under my Town of Milestone account(s).
- This Pre-Authorization Agreement may be cancelled at any time provided notice is received in writing, to the Milestone Municipal Office, at least 20 days before the next withdrawal is scheduled to be processed.
- Any changes to the information provided under this Pre-Authorization Agreement or to the service for which this Pre-Authorization Agreement is attached to, will require a new Pre-Authorization Agreement to be completed, signed and submitted to the Milestone Municipal Office along with a void cheque. The Milestone Municipal Office requires receipt of this new Pre-Authorization Agreement at least 20 days before the next scheduled withdrawal.

Name (please print)	Name (please print)
Signature of Authorized Account Holder*	Signature of Authorized Account Holder*
X	X
Date:	Date:

\*Where Account Holder's account agreement requires the signature of two or more signing authorities, the signatures of all such persons are required for the purpose of this Pre-Authorization Agreement.

# Town of Milestone

## Utility and Tax Billing Pre-Authorization Agreement Information Sheet

The Pre-Authorization Agreement plan for utility and/or tax payments has been set up to provide customers with an alternate method of payment for their notices.

The application form must be completed, signed and accompanied with a VOID cheque for the Town of Milestone to set up the agreement.

### FAQ's

Q: What will be the deduction amount?

**A: Deduction amounts will be dependent on how much you indicated on the Pre-Authorization Agreement. If you choose to have the Town of Milestone withdraw the entire amount on your utility and/or tax bill, the amount indicated on the bill will be deducted on the scheduled withdrawal date indicated on the pre-authorization agreement.**

Q: When will my payment be deducted from my account?

**A: The Town of Milestone will withdraw your payment on the date indicated by you on the Pre-Authorization Agreement. If this date lands on the weekend and/or statutory holiday, (depending on your banking institution) the payment will be deducted from your bank account on the next business day.**

Q: Are there any service fees for this plan?

**A: The Town of Milestone does not charge a service fee for this service. However, your banking institution may charge you for your withdrawal(s), depending on the type of account you have.**

Q: What if my banking information changes?

**A: If banking information is changing, the Town of Milestone requires a new Pre-Authorization Agreement to be completed, signed and returned to the office within 20 days of the next scheduled payment. Failure to do so could result in returned payments and extra service fees from your bank and/or the Town of Milestone. A delay in processing your payment could result in disruption to your services.**

Q: What if I am unable to make a payment on the scheduled withdrawal date?

**A: If you are unable to make your scheduled payment, you must notify the Town of Milestone within 20 days of the scheduled withdrawal date in order for us to stop your payment. If insufficient time is given, you may instruct your bank to stop your payment before the deduction goes through your bank account. Please note, your bank may charge a service fee for stopped payments.**

Q: What if my payments are returned NSF?

**A: If your payment is returned NSF, the Town of Milestone will be in contact with you to make alternate arrangements for your missed payment. The Town of Milestone does charge for returned payments based on what is charged by our bank. A delay in processing your payment could result in disruption to your services.**

Q: What if I decide to discontinue with the Pre-Authorization Agreement?

**A: You can cancel your Pre-Authorization Agreement with the Town of Milestone at anytime by notifying our office in writing at least 20 days prior to your next schedule withdrawal.**

**For further information and/or questions, please call the Town office at (306)436-2130**