

FOR OFFICE USE ONLY

START DATE: _____

TAX ROLL #: _____

PERSONALLY APPROVED PAYMENT AGREEMENT
SEWER USER – BYLAW NO.1451
WATER SUPPLY SYSTEM REGULATION - BYLAW NO.1452 (if applicable)

COMPLETE AND RETURN FORM
TO ENSURE ACCURACY, PLEASE ENCLOSE A SPECIMEN CHEQUE MARKED "VOID"

I, the Undersigned, hereby authorize the District of Kent on the 2nd day of each relevant month to draw monthly cheques or prepare debits by paper or electronic entry, covering payments due by the Undersigned to the District of Kent for **Sewer and Water (if applicable)** payments in the amount of \$ _____ per month. This amount can be changed in subsequent years by mutual consent.

SEWER/WATER ACCOUNT #: _____ PHONE NO.: _____

PROPERTY ADDRESS: _____

ACCOUNT INFORMATION

ACCOUNT NO.: _____ TYPE OF ACCOUNT: SAVINGS CHEQUING CURRENT

NAME IN FULL: _____

MAILING ADDRESS: _____

THE UNDERNOTED FINANCIAL INSTITUTION IS HEREBY AUTHORIZED TO PAY AND DEBIT THE ACCOUNT OF THE UNDERSIGNED

NAME OF FINANCIAL INSTITUTION: _____

ADDRESS: _____

BRANCH: _____

1. All amounts payable to the District of Kent drawn on or directed to you by a financial institution on behalf of the Undersigned.
2. Each debit shall be treated as if the Undersigned has personally directed payment as indicated and to charge the amount specified to the account of the Undersigned.
3. This authorization may be cancelled at anytime upon written notice.
4. Any delivery of this authorization constitutes delivery by the Undersigned.

If more than one signature is required on cheques issued against a joint account, all depositors must sign agreement.

SIGNATURE (AS SIGNED ON CHEQUE)

DATE

SIGNATURE (AS SIGNED ON CHEQUE)

DATE

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SEWER USER – BYLAW NO.1451
WATER SUPPLY SYSTEM REGULATION - BYLAW NO.1452**

INSTRUCTIONS:

- ✓ READ *PERSONALLY APPROVED PAYMENT SERVICE AGREEMENT* THOROUGHLY.
- ✓ COMPLETE FORM AND ATTACH VOID CHEQUE.
- ✓ DELIVER TO DISTRICT OF KENT MUNICIPAL HALL.

IMPORTANT!

IT IS THE RESPONSIBILITY OF THE HOME OWNER TO CHECK MONTHLY BANK STATEMENTS TO ENSURE THE DIRECT PAYMENT INSTALMENT WITHDRAWAL HAS BEEN MADE IN THE PROPER AMOUNT.

Service charge will be levied on payments which are not honoured by the financial institution on which they are drawn as per District of Kent Fees and Charges Bylaw. If two (2) payments are returned by the financial institution in any one year, the District of Kent may refuse to allow direct debit instalment payments.

Once enrolled on the monthly payment plan, no renewal is required. Payments will automatically continue in subsequent years, unless there is a request in writing to withdraw from the Personally Approved Payment Agreement or two (2) payments have been missed.

This agreement may be cancelled in writing at any time, however must be received within at least 10 working days prior to 2nd day of given month. There will be no refund on any payments taken prior to the cancellation. Instead, the amount remaining will show as a credit on account.

FIRST SEWER/WATER INSTALMENT IN THE AMOUNT OF \$ _____ WILL START _____

Twelve (12) payments (i.e. annual utility invoice divided into 12 equal payments) will be withdrawn by Direct Automated Debit from the specified account on the 2nd day of each month January to December of each year.

**Questions regarding this service should be directed to:
TAX CLERK, MUNICIPAL HALL (604) 796-2235**