



**City of Welland
Finance Division**
60 East Main Street, Welland, ON L3B 3X4
Phone: 905-735-1700 | **Fax:** 905-732-1919
Email: water@welland.ca | www.welland.ca

Pre-Authorized Water/Wastewater Payment Program

Benefits

Payments deducted from your account automatically
... No postage or line ups!

Payments always on time ...
Avoid late payment charges!

HOW TO ENROLL:

Complete this form and submit, along with a void cheque to:
City of Welland Civic Centre, Finance Division, 60 East Main St., Welland, ON L3B 3X4
~OR~ Email to water@welland.ca

Property Type:

Residential

Non-Residential

Water Account #:		Property Location:	
Billing Name(s):			
Mailing Address:		City:	
Province/State:		Postal/ZIP Code:	
Phone (primary):		Phone (alternate):	

I/We authorize my/our bank to draw and issue payments payable to the City of Welland for payment of Water/Wastewater Bill. For a joint account, if more than one signature is required on cheques issued against the account, all depositors must sign.
BILLED AMOUNT WITHDRAWN ON DUE DATE

Signature 1:		Date:	
Signature 2:		Date:	

Void Cheque Enclosed

How it Works

1. Variable payments are withdrawn on billing cycle due date which is the last banking day of the applicable month.
2. Complete the "Request for Pre-Authorized Water/Wastewater Payments" portion of this notice.
3. Attach a voided cheque to the requested form. For joint accounts, all depositors must sign the authorization form if more than one signature is required on the cheque.
4. Return the form and cheque to the address shown on the form.
5. Pre-Authorization form must be received by the City of Welland, Finance Division, **before the 15th day of the month** prior to billing.
6. All accounts are eligible, provided they are free of any arrears.

HOW TO WITHDRAW:

To withdraw from this plan and revert back to the installment system, provide 30 days written notice to the City of Welland, Finance Division, or by email to: water@welland.ca

FOR INFORMATION:

For more information please contact the Finance Division at 905-735-1700, or visit www.welland.ca

Penalties

- If any payment does not clear your bank account, a charge of \$41.00 will be added to your account. The City may cancel continuation of this plan at any time upon default of payment.
- You have certain recourse rights if any debit does not comply with this agreement. For example, you have the right to receive reimbursement for any debit that is not authorized or is not consistent with the PAD agreement.
- To obtain more information on your recourse rights, you may contact your financial institution or visit: www.payments.ca