



The Municipality of Lambton Shores

Preauthorized Payment Options & Budget Billing Authorization

Customer Information:

Name: _____

Municipal Address: _____

Telephone: _____

Utility Account #: _____

Tax Roll #: _____

Personal PAD Categories

Utility:

Budget Billing Plan:

An amount, based on your previous year's worth of utility bills, will be automatically withdrawn from your bank account on or around the 21st of every month. A letter will be sent to you annually at the beginning of October advising you what that amount will be and the dates in which they will be withdrawn. You will receive a letter the following September to advise you of any balance owing. You will continue to receive your utility bills quarterly.

Due Date Plan:

The amount owing on the utility bill will be withdrawn on the due date.

Tax:

Budget Billing Plan:

An amount, based on your annual taxes, will be automatically debited from your bank account on the last business day of each month for eleven months.

Due Date Plan:

The amount owing on the tax bill will be withdrawn on the due date.

I/we authorize Lambton Shores to debit the bank account identified on the void cheque as per the plan selected.

Signature: _____ Date: _____

** Please attach a voided cheque and return it to the
Lambton Shores Grand Bend Office, PO Box 340, Grand Bend, ON N0M 1T0**

** See www.lambtonshores.ca for more Budget Billing information **

Preauthorized Payment Plan Agreement

Agreement and Authorization:

- In order to participate in a preauthorized payment plan you must include a voided cheque from a Canadian chequing account.
- It is the customers responsibility to notify Lambton Shores if he/she wishes to discontinue the preauthorized payment plan or to change the banking information. A cancellation notice must be received at least 5 days before the next debit is scheduled to be withdrawn. You can obtain a cancellation notice from Lambton Shores.
- Payments returned from the bank are subject to an administration fee, as authorized by our current fee by-law.
- 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 this PAD Agreement. To obtain more information on your recourse rights, you may contact your financial institution or visit www.cdnpay.ca.

Due Date Plan – Taxes & Utility

- Taxes and utility bills on due date plan will be paid by direct debit from your bank account in the amount of and on the due dates stated on your bill.
- All bills will continue to be sent to you as per normal and will say “Preauthorized Payment – Do Not Pay”

Budget Billing Plan – Utility

- There is no fee for using the budget billing plan, but your accounts must be paid in full prior to joining and you must set up for Preauthorized Payment.
- An amount determined by the Finance Department based on your previous year’s worth of history will be automatically withdrawn from your bank account on or around the 21st of every month beginning in October.
- You will be notified annually in writing of the amount and the dates in which it will be withdrawn.
- The Finance Department will periodically review your billing history to determine if a change in the monthly amount is necessary. You will be notified in writing of any change.
- The settle-up will be done in September and you will be notified of the amount owing and that amount will be withdrawn from your bank account.
- Utility bills will continue to be issued quarterly and will say “Pre-Authorized Payment – Do Not Pay”.

Budget Billing Plan – Taxes

- There is no fee for using the budget billing plan, but your accounts must be paid in full prior to joining and you must set up for Preauthorized Payment.
- For 2010, the budget billing withdrawals will begin in August. Once your final taxation amount has been determined, the balance owing will be divided into 5 equal monthly withdrawals. You will receive a letter in July letting you know the specific amount that will be withdrawn on the last business day of the month.
- For 2011 and forward; the budget billing withdrawals for the months of January to July, will be based on your previous years taxes over 11 months. Once the final 2011 taxes are calculated, the monthly amount for the months of August to November will be adjusted accordingly. You will be notified in writing if there is any variance from the monthly budgeted amount.
- A customer can set up for the Budget Billing Plan at any time throughout the year.
- A customer can cancel the budget billing plan at any time.
- Supplementary tax billings issued for additional taxes will be due and payable separately.
- You will continue to receive your interim and final tax bill as per normal and will say “Pre-Authorized Payment – Do Not Pay”.