



THE MUNICIPALITY OF

# LAMBTON SHORES

**Finance**

4 Ontario Street North, P.O. Box 340

Grand Bend, ON N0M 1T0

T: 519-243-1400 / 1-866-943-1400

www.lambtonshores.ca

## Preauthorized Payment Options & Budget Billing Authorization

### Customer Information:

Name: \_\_\_\_\_

Municipal Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Utility Account #: \_\_\_\_\_ Tax Roll #: \_\_\_\_\_

### Ebilling:

Please check if you would like your tax and/or utility bills sent via email  Tax  Utility

### Personal PAD Categories:

#### Utility:

Month to commence: \_\_\_\_\_

**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An amount, based on your previous year's worth of utility bills, will be automatically withdrawn from your bank account on or around the 21<sup>st</sup> of every month.

**Due Date Plan:**

The amount owing on the utility bill will be withdrawn on the due date.

#### Tax:

Month to commence: \_\_\_\_\_

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The amount owing on the tax bill will be withdrawn on the due date.

The person(s) whose signature is required to sign for the above roll number(s) and/or utility account number(s) has signed this authorization. Further, the undersigned acknowledges that he/she has read and understands the terms of the agreement and authorizes Lambton Shores to debit the bank account identified on the voided cheque or preauthorized debit form.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\* Please attach a voided cheque or preauthorized debit form and return it to the Lambton Shores Grand Bend Office, PO Box 340, Grand Bend, ON N0M 1T0 or [lsbanking@lambtonshores.ca](mailto:lsbanking@lambtonshores.ca)\*\*

Office Use Only:

Customer ID #: \_\_\_\_\_ Bank Code \_\_\_\_\_ Ebilling Setup Date: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

Utility Setup Date: \_\_\_\_\_ Staff Initials: \_\_\_\_\_ Utility BB Amount \_\_\_\_\_ Date BB Letter Sent: \_\_\_\_\_

Tax Setup Date: \_\_\_\_\_ Staff Initials: \_\_\_\_\_ Tax BB Amount \_\_\_\_\_ Date BB Letter Sent: \_\_\_\_\_

# 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 or preauthorized debit form from your Canadian bank.
- It is the customer's 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 business days before the next debit is scheduled to be withdrawn. You can obtain a cancellation notice from <http://www.lambtonshores.ca/en/living-here/forms.asp>.
- 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](http://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 account 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 21<sup>st</sup> of every month.
- 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.
- The settle-up letter will also specify the new budget billing amount and the dates in which the new amount 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. If you think a change in the amount is necessary please contact our office.
- 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.
- 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 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.
- If your tax account is in arrears, please contact the Tax Department, to discuss a monthly payment amount that works for you.
- You will continue to receive your interim and final tax bill as per normal and the bills will say "Pre-Authorized Payment – Do Not Pay".

## Ebilling – Tax & Utility Account

- I acknowledge and would like to sign up for electronic billing of my Property Tax and/or Utility account. It is my understanding that by signing up for eBilling it does not negate the established billing and collection policies established by the Municipality of Lambton Shores. Participation in the program will be cancelled if my eBill is returned as undeliverable.
- It is the responsibility of the customer to inform the Municipality of any email address changes or termination of this billing delivery method in writing. Please note that by taking advantage of this billing delivery option, your billing cycle, due dates and payment methods remain the same.