

# Town of Arnprior – Utility Billing Pre-Authorized Payment Application Form



The Town of Arnprior has implemented a pre-authorized payment plan option for utility billing. To sign up for this program, complete this application form and submit it along with a voided cheque to the Town of Arnprior either in-person at Town Hall (105 Elgin Street West, Arnprior, ON K7S 0A8) or by email to [utility.billing@arnprior.ca](mailto:utility.billing@arnprior.ca). **Please note that your account must be up-to-date and in good standing to register.**

## Account Information

Utility Account Number \_\_\_\_\_

Service Address \_\_\_\_\_

## Property Owner Information

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Municipality \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone Number \_\_\_\_\_ Email Address \_\_\_\_\_

## Authorization

I/We hereby authorize the Corporation of the Town of Arnprior to debit my/our account as per the attached VOID cheque, for the total bi-monthly utility bill applicable to the above noted service property. Payment will be withdrawn from account on the utility billing due date (last working day of the billing month). This authorization may be cancelled at any time upon notice by me/us.

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

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

**Note:** For joint accounts, all depositors must sign if more than one signature is required on cheques issued against the account. Should a payment be returned by the financial institution, NSF charges will be added to the Property Owner's account (interest/penalty charges will apply).

## For Office Use Only

Approved for PAP \_\_\_\_\_ Entered Into iCity \_\_\_\_\_ Date Approved \_\_\_\_\_ Initials \_\_\_\_\_

In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, the personal information on this form is collected under the authority of the *Municipal Act S.O. 2001, c.25*. The information will be used to maintain a record of individuals participating in the Pre-Authorized Payment Plan in the Town of Arnprior. Questions about the collection of personal information should be directed to the Town Clerk by telephone at 613-623-4231 ext. 1817 or by email at [clerks@arnprior.ca](mailto:clerks@arnprior.ca).