



# TOWN OF FOAM LAKE

## Pre-Authorized Debit Plan Agreement

By enrolling in the Pre-Authorized Debit Plan you authorize the Town of Foam Lake to automatically withdraw money from your financial institution to pay for your taxes and/or utilities. You will continue to receive your bill for your records.

### Plan Options

#### Taxes:

1. Equalized Payment – The system will automatically calculate the monthly payments from January – June based on the previous year’s levy then it will recalculate after the current’s year levy has been processed. Once the balance is zero, the system will stop taking payments until the start of the next year. Monthly payments will be withdrawn on the **20<sup>th</sup> day of each month** or on the next business day if the 20<sup>th</sup> falls on a weekend or holiday.
2. Full Amount – The full outstanding tax amount will be paid in one payment to be done after the current year’s levy processing. Full payment will be withdrawn on the **31<sup>st</sup> of July**, with the current discount applied.

#### Utilities

1. Equalized Payment – Based on the previous year’s billing, the average monthly billing amount will be collected in equal payments each month for 11 months on the **20<sup>th</sup> day of each month**. In December, if there is a difference between the actual billings that have occurred in the previous year and the total of the equalized payments, either the difference will be deducted or the account will have a credit. Credits will be applied to the normal monthly payment for the 12th month and subsequent months if necessary, until used up.
2. Full Payment – After each quarterly billing, the system will generate a payment for the full amount of the bill. The payment will be withdrawn on the **last day of the month when the bill is due (January, April, July, October)**.

**To Apply:** Fill in the form at the back and return this to the Town of Foam Lake with a void cheque or banking information sheet from your financial institution. Please write VOID in ink with large letters across the face of the cheque.

**Missed Payments:** If funds are not available when payment is to be withdrawn, your financial institution will try again within the next seven business days. If funds are still not available, the Town of Foam Lake will apply a Bank Service Charge to your account. You will receive written notification of the bank returned item and a request to pay the amount. If you miss a payment, the Town of Foam Lake has the option to remove you from direct debit and request full payment of your total outstanding utility bill plus any penalties.

**If you change banking information:** You must notify the Town of Foam Lake in writing and provide a “void” cheque showing the new account number. To ensure your withdrawal is taken from the new account, we must receive your new banking information one week before the next payment is due.

**To Cancel the Plan:** Notify the Town of Foam Lake at least one week before your next payment is due, either in person, by mail or email through a letter expressing your intent to cancel your plan.

By signing below, I hereby attest that I have read and understood this Pre-Authorized Debit Plan Agreement with the Town of Foam Lake.

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

Signature(s): \_\_\_\_\_

Send to: **Town of Foam Lake  
Box 57  
Foam Lake, SK S0A 1A0**

Fax: **(306) 272-3738**  
Email: **finance@foamlake.com**



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## Pre-Authorized Debit Plan Agreement

### APPLICANT'S INFORMATION:

Customer(s) Name: \_\_\_\_\_  
*For a joint account, include all names.*

Contact Details: \_\_\_\_\_  
*Mailing Address* *Home / Cell Phone #*

Email Address: \_\_\_\_\_

### PROPERTY/SERVICE ADDRESS:

- |          |                  |                      |
|----------|------------------|----------------------|
| 1. _____ | Tax Roll # _____ | Utility Acct # _____ |
| 2. _____ | Tax Roll # _____ | Utility Acct # _____ |
| 3. _____ | Tax Roll # _____ | Utility Acct # _____ |

### Please check one:

Property Owner

Tenant

### PLAN OPTION: *(Please check one)*

*See reverse for more information*

### Tax:

Equalized Payment

Full Amount

### Utility:

Equalized Payment

Full Amount

### CONSENT FOR PRE-AUTHORIZED DEBIT

I hereby acknowledge that I have read the terms and conditions and state that the information contained herein is correct.

By enrolling, I authorize the Town of Foam Lake to automatically withdraw from my financial institution to pay for my taxes and/or utilities.

If my account is not paid in full at the time this application is processed, the balance owing will automatically be debited from my bank account.

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

Account Holder(s) Signature: \_\_\_\_\_

\_\_\_\_\_