

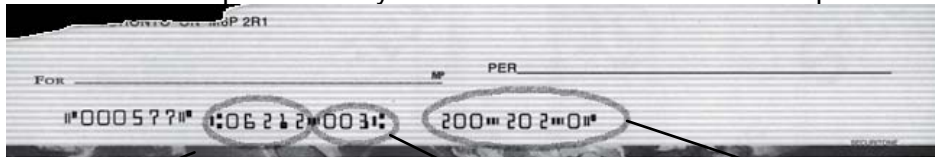
# Pre-Authorized Utility Bill Payment

## Applicant Information

Utility Account Number (20 digits):	
Property Address:	
Name(s):	
Signature*:	Signature*:
My/our application is for <input type="checkbox"/> Personal or <input type="checkbox"/> Business PAD service	
* By signing this form you agree to the terms and conditions listed on page 2. Please provide additional signatures, if more than one signature is required on cheques issued against the account. Please review, print sign and return your application form.	
Date (YYYY/MM/DD):	Date (YYYY/MM/DD):
Telephone (Day):	Telephone (Day):

## Financial Institution Information

Please attach a void cheque or have your bank/financial institution complete the following.



Financial Institution (FI) Transit Number:	FI Number:	Account Number:
FI Name:		
FI Address:		
Name of FI Officer:		
FI Officer Title:		
Signature of FI Officer:	FI Officer Phone Number:	

# Pre-Authorized Utility Bill Payment

## Conditions

I/we authorize the City of Toronto Revenue Services Division (herein referred to as the "City") and the financial institution designated (or any other financial institution I/we may authorize at any time) to begin deductions as per my/our selections on this application.

I/we understand that the City will issue a utility bill indicating the amount and the date of withdrawal from my/our financial institution account. The City will notify me/us in writing at least 10 days prior to the date of the withdrawal if the amount is to be increased. **I/we can waive our right to this notice requirement if I/we authorize the city verbally.**

I/we understand that I/we may cancel my/our PAD agreement by providing a signed written notice to the City at least 15 days before the next debit is scheduled and the notice must be sent to the City address indicated on this form. I/we also understand that the City may terminate this authority if any of my/our payments are returned by my/our financial institution as per the conditions of enrolment in the City's Pre-Authorized Utility Bill Payment Program. I/we may obtain a sample cancellation form or more information on my/our right to cancel this PAD agreement at my/our financial institution or by visiting [www.cdnpay.ca](http://www.cdnpay.ca), the Canadian Payments Association website or <http://www.toronto.ca/utilitybill>, the City's website.

I/we have certain recourse rights if any debit does not comply with this agreement. For example, I/we have the right to receive reimbursement for any PAD that is not authorized or is not consistent with this PAD agreement. To obtain a form for a Reimbursement Claim, or for more information on my/our recourse rights, I/we may visit [www.cdnpay.ca](http://www.cdnpay.ca) or may contact my/our financial institution.

## Important Information

The application date will be the date received if not completed.

You will receive written confirmation of your enrolment in this program within 30 days of receipt of your application form.

Financial institution/banking information is not printed on the bills.

Line of credit accounts and credit card cheques cannot be used for pre-authorized payments.

The payment plan is not transferable to another account.

You must complete, sign and return this full form to register.

## Submit Applications and Documents

**Mail:** Revenue Services  
Box 2510, Terminal A  
Toronto, Ontario M5W 1H2

**Fax:** 416-696-4219  
(sending personal information by fax is not a secure means of transmission)

The personal information on this form is collected under the authority of the City of Toronto Act, S.O. 2006, Chapter 11, Schedule A, s. 261, s. 264 and Ontario Regulation 594/06: and the City of Toronto Municipal Code, Chapter 849 (Water and Sewage Services and Utility Bills). The information is used to administer the Pre-Authorized Utility Bill Payment Program. Questions about this collection can be directed to the Manager, Customer Service, Revenue Services, 5100 Yonge Street, Toronto, Ontario, M2N 5V7 or by phone at 416-338-4829.