



Pre-Authorized Utility Bill Payment

This form is to be used to **change** or **cancel** your existing Pre-Authorized Utility Bill Payment plan. For new enrolments please complete an application, which can be found at www.toronto.ca/utilitybill.

This form must be completed, signed, dated and returned at least 15 days before the next payment date.

Incomplete forms will be returned.

Applicant Information

Utility Account Number (20 digits):			
Property Address:			
Name(s):			
Signature*:		Signature*:	
Date (YYYY/MM/DD):	Telephone (Day):	Date (YYYY/MM/DD):	Telephone (Day):

* Please provide additional signatures, if more than one signature is required on cheques issued against the account.

Reason for Change

<input type="checkbox"/> Cancel my Pre-Authorized Utility Payment (PUP) plan.	Effective Date of Cancellation (YYYY/MM/DD):	
<input type="checkbox"/> Change my Financial Institution (FI) account information	Effective Date of Change (YYYY/MM/DD):	
Please attach a void cheque or have your bank/financial institution complete the following.		
Financial Institution (FI) Transit Number:	FI Number:	FI Account Number:
FI Name:	FI Address:	
FI Officer Name:	FI Officer Title:	
FI Officer Signature:	FI Officer Phone Number:	

Submit Change Form

Mail: Revenue Services
Box 2500, 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 for the administration of the City of Toronto Pre-Authorized Utility Bill Payment Program. Questions about this collection of personal information can be directed to the Manager, Customer Service, North York Civic Centre, 5100 Yonge St Toronto, ON, M2N 5V7 or by phone at 416-338-4829.