

If you have enrolled in pre-authorized payments through MyToronto Pay, cancel your enrolment online at toronto.ca/MyTorontoPay.

If you did not enrol in pre-authorized payments through MyToronto Pay, complete and mail this form to cancel your pre-authorized utility payments. Return completed form at least 15 days before the next payment due date.

*If first name and last name do not apply because you have either a registered Birth Certificate or Change of Name Certificate bearing a single name you may use single name.

Property and Applicant Information

Utility Account Number followed by Client Number (20 digits)	
Property Address (Street Number, Street Name, Suite/Unit Number)	
Name (First, Last or *Single - if applicable)	Telephone Number
Additional Name (First, Last or *Single - if applicable)	
Signature (required)	Date (mm-dd-yyyy) (required)

Cancel PUP Enrolment

<input type="checkbox"/> Cancel my enrolment in the Pre-Authorized Utility Payment (PUP) plan I/We, cancel my/our authorization to issue (Personal or Business) pre-authorized debits against my/our financial institutional/bank account by the noted effective date. I/We acknowledge that this cancellation does not terminate any other obligation that I/we may have with the Payee (City of Toronto).	Effective date of cancellation (mm-dd-yyyy)
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Submit

Please mail your completed and signed form to:

Mail: Revenue Services
Box 2500, Terminal A
Toronto, ON M5W 1H2

In-person: [Inquiry and Payment Counters](#) located at civic centres and City Hall.

Fax: 416-392-0799 (For tips on faxing, visit toronto.ca/propertytaxesandutilities)

Revenue Services collects the personal information included in this form and attachments under the legal authority of the City of Toronto Act, 2006, section 8(1) & Part IX, Fees and Charges, and Chapter 849, Water and Sewage Services and Utility Bills. The information will be used to administer the Pre-Authorized Utility Bill Payment program ("PUP"), including enrolling applicants in PUP, and PAD agreements, and contacting individuals concerning utility bills and in relation to participation in PUP. Questions about this collection can be directed to the Manager, Customer Service, Revenue Services, 5100 Yonge Street, Toronto, Ontario, M2N 5V7 or by telephone at 416-392-7110.