



## Pre-Authorized Debit (PAD)

This application form must be completed, signed, and returned to be enrolled into pre-authorized debit plan. All sections marked with an Asterix (\*) must be completed.

### How to enroll

1. Complete and sign the form.
2. Attach a **void cheque** (not a line of credit or credit card cheque), a copy of a void cheque (available through online banking) or complete Section 2 below.
3. Send the application form and void cheque to Hamilton Utilities Billing using the return envelope provided or scan the completed/signed form and email to [hamiltonutilitiesbilling@hamilton.ca](mailto:hamiltonutilitiesbilling@hamilton.ca).

### Section 1 – Property and Applicant Information

*This application is made on behalf of: <input type="checkbox"/> Personal <input type="checkbox"/> Business	
*Utility Account Number (Current Alectra Account# 10 digits)	
<div></div>	
*Property Address (Street Number, Street Name, Suite/Unit Number)	
<div></div>	
*Mailing Address if different from above (Street Number, Street Name, Suite/Unit Number)	
<div></div>	
*Name (First, Last or *Single - if applicable) of Bank Account Holder	*Telephone Number
<div></div>	<div></div>
Name of Joint Bank Account Holder (First, Last or *Single - if applicable)	Telephone Number
<div></div>	<div></div>

By signing this form, you agree to the terms and conditions listed on page two. Please provide the additional signatures, if more than one signature is required on cheques issued against the account.

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## Section 2. Financial Institution Information

⑈00 1⑈ ⑈000 26⑈00 2⑈ 1 2345⑈6 7⑈

*Financial Institution (FI) Transit Number (5 digits)	*Institution / Bank Number (3 digits)	*Account Number (min 7 digits)
*FI Name		
*FI Address (Street Number, Street Name, Suite/Unit Number, City/Town, Province, Postal Code)		

## Section 3. Conditions and Acknowledgements

- I/we authorize the City of Hamilton, Hamilton Utilities Billing (herein referred to as the “City”) and the financial institution designated (or any other financial institution I/we may authorize at any time) to draw and issue the amount due on the DUE DATE listed on my municipal water/wastewater/ stormwater bill, payable to the City of Hamilton for payment of municipal water.
- I/we understand that the City will issue a water, wastewater and stormwater 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 the Pre-Authorized Debit (PAD) agreement may be cancelled by submitting this signed application form at least 30 days before the next bill date by mail to the City address indicated on this form, or by submitting the form via email or through the portal with a minimum of 15 days’ notice prior to the next bill date.
- 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 Debit Program.
- I/we understand that this form may be used as a cancellation form. I/we may obtain more information on my/our right to cancel this PAD agreement at my/our financial institution or by visiting [www.payments.ca](http://www.payments.ca), the Payments Canada 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.payments.ca](http://www.payments.ca) or may contact my/our financial institution.

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### Section 4. Important Program Information

- Additional Properties associated with the Client completing this application can be written on a separate sheet and submitted with this application.
- Dishonored payments (NSF, etc.) will be subject to penalty, interest, and service charges as applicable.
- If there are two consecutive, or three dishonored payments in a 12-month period, Payor will be removed from the PAP plan for a period of one year from the last dishonored payment.
- Line of credit accounts and credit card cheques cannot be used for pre-authorized payments.
- The payment plan is not transferable to another customer's profile.
- If you apply for and are eligible for a refund, the City of Hamilton may refund the credit directly to the bank account we are using for your pre-authorized debits.
- To withdraw from the Pre-Authorized Debit (PAD) plan or update your banking information, you must submit a signed application form at least 30 days before your next bill date by mail to the City address indicated on the form or submit the form via email or through the portal with a minimum of 15 days' notice prior to your next bill date.

### Section 5. Sign Off

I (we) authorize the City of Hamilton, Hamilton Utilities Billing to process an equivalent to the Actual Amount Due as billed on the due date. This authority is to remain in effect until The City of Hamilton, Hamilton Utilities Billing has received written notification from me/us of a change or termination.

*Signature (1):	*Print Name
Signature (2):	Print Name
*Date (mm/dd/yyyy):	

### Section 6. Submit Application

**Mail:** Hamilton Utilities Billing  
PO Box 7703 Stn Adelaide  
Toronto ON M5C 0C6

**Email:** [hamiltonutilitiesbilling@hamilton.ca](mailto:hamiltonutilitiesbilling@hamilton.ca)

Personal information on this form is collected under the authority of section 342 of the Municipal Act, 2001, S.O. 2001, C. 25, (as amended) and the City of Hamilton By-Law No. 23-235 and will be used to determine eligibility for enrolment in a Pre-authorized Utility Payment Plan for automatic bank withdrawals to remit water/wastewater/stormwater payments to the City of Hamilton. If you have any questions about the preauthorized payments or the collection of information, please contact Hamilton Utilities Billing at (905) 546-8630, PO Box 7703 Stn Adelaide Toronto ON M5C 0C6, or via email at [hamiltonutilitiesbilling@hamilton.ca](mailto:hamiltonutilitiesbilling@hamilton.ca).