



Customer Information (please print clearly)		
Last Name	First Name	Account Type: <input type="checkbox"/> Personal Account; <b>or</b> <input type="checkbox"/> Business Account
Address		Account No.:
City/Province	Postal Code	Home Phone:
Email Address		Cell Phone:

**Method of Payment**

I, the undersigned, authorize the Town of Trenton to withdraw a fixed amount of \$\_\_\_\_\_ for the following breakdown of services:

Water/Utility Services: \$\_\_\_\_\_ Property Taxes: \$\_\_\_\_\_

**Note:** All Pre-authorized Payments are withdrawn on the 28<sup>th</sup> of each month unless stated otherwise, see Conditions & Declaration on reverse.

Please select the payment option that you wish to use for your pre-authorized payment.

**Financial Institution:**  
*This option requires a 'VOID' cheque to be included with acknowledgement form.*

The undernoted financial institution is hereby authorized to pay and debit the account of the undersigned.

Name of Financial Institution		
Address	City	Postal Code

Transit	Bank	Account Number
---------	------	----------------

If there is a change to your account or financial institution, please advise the Town of Trenton immediately.

**Terms & Conditions**

*I/we authorize the Town of Trenton to automatically withdraw monthly regular recurring payments and/or one-time payments from time to time, for payment of all service fees from my/our bank account in accordance to the chosen plan as identified on the Pre-Authorized Payment Plan - Acknowledgment Form, until such time as written notice is provided to the contrary and, I/we will verify against my/our bank account to confirm that withdrawals are being made as directed.*

*I/we hereby agree to all terms and conditions set out in the Conditions & Declaration Acknowledgment on the reverse and authorize my/our bank to draw and issue payment payable to the Town of Trenton. Furthermore, I/we acknowledge that all person(s) whose signature(s) are required to sign on this account have signed this application.*

Signature	Date
Signature 2 (if applicable)	Date



**I/we acknowledge that:**

- By signing this pre-authorized payment plan acknowledgment form, I/we hereby consent to the disclosure of the information contained on this form to the financial institution, provided such information is directly related to and required for the smooth application of the rules governing pre-authorized debits.
- It is under the discretion of the Town of Trenton to cancel the privilege of continuing with the pre-authorized payment plan at any time.
- An administration fee of \$25.00 will be applied to your account for payments which are not honored by the financial institution and the plan will be put under review for the consideration of cancellation.
- If the withdrawal date falls on a weekend or statutory holiday, payment will be made on the following business day.
- This agreement is non-transferable, and I/we must submit a new application for any new account for services from the Town of Trenton. I/we may revoke the authorization granted in accordance with this agreement at any time.
- Notification of changes to the bank account, other information, or cancellation of this agreement must be made in writing to the Town of Trenton a minimum of five (5) business days prior to the next scheduled withdrawal.
- It is my/our responsibility to notify the Town of Trenton immediately if any withdrawal is not in accordance with the terms of your agreement (e.g. different amount or date other than specified) or processed after you have cancelled the agreement.
- I/we have the right to receive reimbursement for any pre-authorized debit / payment that is not authorized or that is not compatible with the terms of this agreement. To obtain more information on your recourse rights, contact your financial institution or visit [www.cdnpay.ca](http://www.cdnpay.ca)
- Additional charges added to my/our account, if any, will not be automatically withdrawn from my/our bank account or payment for such charges must be remitted separately by the specified due date.
- It is my/our responsibility to ensure the pre-authorized payment amounts are reviewed each year to ensure the authorized amounts continue to cover the selected utility services and/or taxes.
- Interest will accumulate at 1.25% per month to all outstanding amounts following the due date.

**For more information:**

Town of Trenton  
Administration Office - 120 Main Street  
PO Box 328, Trenton, NS B0K 1X0  
Tel: 902-752-5311 Fax: 902-752-0090