

## Accounts Receivable Pre-Authorized Payment Form

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Date: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Customer number (14 digits):  
(Can be found on the top-right corner of  
your invoice.)

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Can we e-mail your invoice (please circle one)?    YES                  NO  
(Invoices will be mailed through Canada post if selected "No")

Banking Information:

Transit # (5 digits):                  

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Bank # (3 digits):                     

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Account #:                              

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I/We hereby authorize the Municipality of Brockton to debit my account for the full amount owing on the last business day before the due date on my invoice.

Signatures of account holder(s): \_\_\_\_\_

Please attach a VOID cheque or preauthorization form from your financial institution

Please note that you are responsible to notify us if you make any changes to your financial institution and if your payment is rejected penalty will be added.

You have certain recourse rights if any debit does not comply with this agreement. For example, you have the right to receive reimbursement for any debit that is not authorized or is not consistent with this PAP Agreement. To obtain more information on your recourse rights, contact your financial institution or visit [www.cdnpay.ca](http://www.cdnpay.ca).

**Please be advised that you may have more than one Accounts Receivable Account with the Municipality of Brockton. A separate form will need to be filled out for each account.**

## **Q & A**

### **WHO IS ELIGIBLE?**

Anyone with an accounts receivable account in good standing, this includes Dog Tag and Daycare accounts. Utility Accounts and Tax Accounts are not eligible.

### **HOW MUCH WILL BE WITHDRAWN & WHEN WILL THE PAYMENT BE WITHDRAWN?**

Any balance outstanding on the account will be withdrawn automatically 1 day prior to the due date. For example, if you were invoiced for a dog tag on January 1<sup>st</sup>, with a due date of March 31<sup>st</sup>, your payment would automatically be withdrawn on March 30<sup>th</sup> (or the last business day prior to this date if this date falls on the weekend).

### **CAN I STOP THE AUTOMATIC WITHDRAWAL?**

Yes, but you must notify the Municipality of Brockton in writing 30 days prior to the withdrawal date.

### **CAN I USE THIS FORM FOR MY UTILITIES BILL OR TAX BILLS?**

No, utility bills and tax bills will require separate Pre-Authorized Payment (PAP) forms. These forms can be found on our website at: <https://www.brockton.ca/en/our-services/Payments.aspx>

### **HOW DO I SUBMIT THIS FORM?**

You can e-mail the completed form to [ar@brockton.ca](mailto:ar@brockton.ca) drop it off in the drop box, in person at the office or by regular mail.

### **WHAT HAPPENS IF THERE IS INSUFFICIENT FUNDS AVAILABLE?**

Once a payment has been returned to us we will reverse the payment and add a NSF fee as per the Fees and Charges By-Law in effect at the time. By-laws are available at the Municipality of Brockton Records Library which is available at <https://www.brockton.ca/en/live-here/by-laws.aspx?mid=3737>