



This agreement authorizes and instructs your financial institution to automatically make payments to the Town of Unity directly from your bank/credit union account.

Please carefully read and complete the relevant sections of both pages.

Property Owner Information

Client/Business Name _____

Civic Address

Mailing Address _____ Phone Number _____

Email Address

Payee Name (if different than name above)

Step 1 of 3 – Select Account(s), and Property Tax payment amount (if applicable)

Utility Acct # _____	Property Tax Roll # _____ 000
Monthly payment withdrawal date: 20th	Monthly payment withdrawal date: 20th
Monthly payment amount will be the exact amount of account balance at the time of the payment withdrawal. Amounts may vary.	Payment amount options: <input type="radio"/> Equalized <i>property tax levy divided by 12</i> <input type="radio"/> \$ _____ /month
<input type="radio"/> No change to Utility payments	<input type="radio"/> No change to Property Tax payments

Step 2 of 3 - Attach a VOID cheque OR complete the fields below.

Transit # _____ Institution# _____ Account # _____
(5 digits) (3 digits)



■ Branch/Transit #

Financial institution #

Account #

Important Notes

- It is the responsibility of the property owner to ensure sufficient funds are available monthly for the selected payment(s).
- When completed, this agreement will take effect upon receipt by Town Office staff. Forms received between the 15th - 20th may miss the first payment cycle.
- Town of Unity will provide Utility Notices to the property owner at least 7 days in advance of the payment withdrawal date. Utility Notices will include the total amount due and the PAD withdrawal date.
- The amount of the withdrawal from the property owner's account will vary depending on the transactions processed during the relevant billing period.
- If the selected payment date falls on a weekend / holiday, withdrawal will be next business day.
- Full agreement terms are available at www.townofunity.com under policy 3.9.1.

Updates to PAD information, including cancellation requests, must be submitted in writing at the Town Office or by email info@townofunity.com.

Adjustment / cancellation requests received prior to the 15th of the month, will be processed for the next billing cycle.

Step 3 of 3 – Authorization

By signing below, I:

- Authorize the Town of Unity and my bank/credit union to process pre-authorized withdrawals as selected.
- Acknowledge responsibility for ensuring sufficient funds are available on my selected date and monitoring my Utility account balance.
- Agree to follow all the terms of Pre-Authorized Policy 3.9.1. including the requirements related to participation, withdrawal and penalties.
- Understand that returned payment may result in penalties, fees and/or removal from the program.
- Understand that incomplete or unsigned forms will not be processed.

Primary Account Holder

Signature: _____

Printed Name: _____

Date: _____

Secondary Account Holder

Signature: _____

Printed Name: _____

Date: _____

Step 4 – Completed* forms to be submitted to the Town Office in person or by email / mail:

Town of Unity
Box 1030
Unity, SK S0K 4L0

info@townofunity.com

(306) 228-2621