



**Township of Havelock-Belmont-Methuen**  
**Pre-authorized Debit Plan Agreement - Water & Sewer**

Start Date: \_\_\_\_\_

Utility Account Number: \_\_\_\_\_

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

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

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Account Number: \_\_\_\_\_

Branch Transit Number: \_\_\_\_\_ Financial Institution Number: \_\_\_\_\_

**Please attach a void cheque or a Pre-Authorized transaction form available from your Financial Institution.**

I/we authorize my/our financial institution and the Township of Havelock-Belmont-Methuen to begin deductions as per my/our instructions for monthly recurring payments, for all charges arising under my/our utility account on the last business day of each month. This authority is to remain in effect until the Township has received written notification from me/us of its change or termination at least ten business days before the next debit is scheduled. By placing a signature on this agreement I/we acknowledge that I/we have read, understand, and agree to all of the terms of the pre-authorized debit plan.

Signature of Account Holder: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Joint Account Holder: \_\_\_\_\_ Date: \_\_\_\_\_

Send completed form by mail, fax or email to:  
Township of Havelock-Belmont-Methuen  
PO Box 10, 1 Ottawa St. E., Havelock, ON K0L 1Z0  
Email: [bsmith@hbmtwp.ca](mailto:bsmith@hbmtwp.ca)  
Fax: 705-778-5248  
Telephone: 705-778-2308 Toll Free 1-877-767-2795