



The Municipality of the  
**VILLAGE OF BURK'S FALLS**

172 Ontario Street Box 160 Burk's Falls ON P:705-382-3138 F:705-382-2273 [www.burksfalls.net](http://www.burksfalls.net)

## **Village of Burk's Falls Utility Bill Pre-Authorized Payment Enrollment Form**

Please complete this form to set up pre-authorized payments for your utility bills with the Village of Burk's Falls. Payments will be automatically withdrawn from your bank account on the due date of each utility bill.

### **1. Resident Information**

- Full Name(s): \_\_\_\_\_
- Service Address: \_\_\_\_\_
- Mailing Address (if different): \_\_\_\_\_
- Phone Number: \_\_\_\_\_
- Email Address: \_\_\_\_\_
- Account Number: \_\_\_\_\_

### **2. Bank Account Information**

Please provide a **VOID cheque** or a **direct deposit form** from your bank. These documents must be attached to this form to authorize the Village of Burk's Falls to debit your bank account for your utility bill payments.

### **3. Authorization**

I/We, the undersigned, authorize the Corporation of the Village of Burk's Falls to debit my/our account as per the attached VOID cheque, for all actual utility billings applicable to the above noted serviced property. I/We acknowledge that payments will be withdrawn on the regular established due dates displayed on my/our utility bill. This authorization may be cancelled at any time upon notice by me/us. I/We there will also be a fee of \$45 for NSF (Non-Sufficient Funds).

### **For Joint Bank Account Holders**

If the account is a joint account, both signatures are required below.

- **Signature of Account Holder 1:** \_\_\_\_\_
- **Date:** \_\_\_\_\_
- **Signature of Account Holder 2:** \_\_\_\_\_
- **Date:** \_\_\_\_\_

### **4. Cancellation of Pre-Authorized Payments**

To cancel or change my/our pre-authorized payment setup, I/We will provide written notice to the Village of Burk's Falls at least 10 business days before the next payment is due.

**Please return this form with the required documentation to:**

Village of Burk's Falls

Finance Clerk

Candy Shuker

Email: [admin@burksfalls.ca](mailto:admin@burksfalls.ca)

Phone: 705-382-3138 ext 225