



Township of South Glengarry
6 Oak Street, P.O. Box 220, Lancaster, ON, K0C 1N0
T: (613) 347-1166 | F: (613) 347-3411
www.southglengarry.com

Automatic Withdrawal for Utility Accounts

The following withdrawal option is available:

1. Payment in full on the due date, enrollment at any time.

You will continue to receive your bi-monthly invoice as usual.

It is your responsibility to notify our office no later than the first (1st) of the month to stop the automatic withdrawals for any reason, i.e. property sale.

You will be removed from the automatic withdrawal in the event of two (2) rejected debits by your financial institution.

To modify the banking information, a new VOID cheque or another bank proof must be provided. Faxes or emails are acceptable methods that can be used to request changes to your banking information.

Should you wish to participate in the automatic debit for water & sewer accounts, please complete the attached enrollment form. Feel free to contact our office at 613-347-1166 ext 2110 or ar@southglengarry.com if you have any questions concerning the automatic debit plan for your water/sewer invoice.

Accounts Receivable Clerk



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Automatic Withdrawal Application Form
for Utility Accounts

Name: _____ Phone #: _____

Date: _____ Water Account #: _____ - _____ - _____

I/we give permission to the Township of South Glengarry to debit my/our bank account for the purpose of payment of my/our bi-monthly Water & Sewer invoice.

Please check box below:

Payment in full on the invoice due date

Signature(s): _____

AFFIX CHEQUE HERE OR ATTACH A COPY OF YOUR BANK INFORMATION TO THIS PAGE.