



**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](http://www.southglengarry.com)

### Automatic Withdrawal for Utility Accounts

The following withdrawal options are available:

1. Payment in full on the due date, enrollment at any time.
2. Fixed amount, interest will be charged if the account is in arrears, enrollment prior to the current billing due date.

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

It is your responsibility to notify our office no later than the first (1<sup>st</sup>) 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 233 or [Kaylyn@southglengarry.com](mailto:Kaylyn@southglengarry.com) if you have any questions concerning the automatic debit plan for your water/sewer invoice.

Kaylyn MacDonald



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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 your preference below:

Payment in full on the invoice due date

Monthly payment - (a fixed amount, regardless of the balance) Interest will be charged on account with arrears. The payment is to begin in the month of \_\_\_\_\_.  
The withdrawal amount is to be \$\_\_\_\_\_.

Signature(s): \_\_\_\_\_

