



TOWN OF ROSETOWN PREAUTHORIZED DEBIT (PAD) AGREEMENT FORM

This form instructs your financial institution to automatically make payments to Town of Rosetown directly from your bank account.

Please carefully read and complete all the relevant sections below.

Client Information

Client/Business Name _____

Civic Address _____

Utility Account # _____ Tax Account Roll # _____

Payee Name (if different than name above) _____

PAYMENT DETAILS

Withdrawal Amount - Choose Fixed or Variable Option

Fixed: Utility \$ _____ Taxes \$ _____
(enter amount to be withdrawn)

Variable: Utility _____ Taxes _____ AR(i.e. rent, landfill fees) _____
(full amount of bill will be withdrawn)

Withdrawal Date - Check one

Monthly 15th _____ or 30th _____

Please attach a VOID cheque OR complete the fields below.

Transit # _____ Institution# _____ Account # _____



Important Notes

- This agreement will take effect for the next payment due date, provided the Town of Rosetown receives the completed and signed form at least 5 business days prior to the due date.
- Town of Rosetown will provide an invoice(s) to the client at least 10 days in advance of the payment withdrawal date. The invoice will include the total amount due and the PAD withdrawal date.
- If you have selected the variable payment option, the amount debited from the account will vary depending on the transactions processed during the relevant billing period.
- PAD withdrawals will be made on the 15th or 30th of the month, or the next business day when the 15th or 30th lands on a weekend or holiday.
- To cancel this PAD agreement, please contact townofrosetown@sasktel.net

Any changes to your PAD information, including cancellation requests, must be sent immediately to townofrosetown@sasktel.net. Adjustment requests must be received at least 5 business days in advance of the withdrawal date.

Signature of Primary Account Holder

Signature: _____

Primary Account Holder

Printed Name: _____

Date: _____

Secondary Account Holder

Printed Name: _____

Date: _____

Signature: _____

Completed forms and/or inquiries should be sent by email, mail or fax to:

**Town of Rosetown
Box 398
Rosetown SK S0L 2V0
Important Notes**

**Email: townofrosetown@sasktel.net
Phone: (306) 882-2214
Fax: (306) 882-3166**