

Re: Account #:
Premise Address:

Thank you for enquiring about **ENWIN Utilities Pre-Authorized Payment Plan**.

- ✓ No more cheque writing!
- ✓ No need for stamps!
- ✓ No late or missed payments during extended absences!
- ✓ No charge to enrol! (Check with your financial institution to see whether there are any associated service charges.)

Here's how it works!

When you are a member of the Pre-Authorized Payment Plan (PAP), your monthly billing statements will indicate the date on which your PAP withdrawal is to occur. The amount due portion of your bill will reflect the dollar amount that will be withdrawn from your account.

On the due date of your bill, your Financial Institution will then automatically transfer the amount owing to ENWIN Utilities and your bill is paid.

To enroll in the Pre-Authorized Payment Plan (PAP), just fill out the attached PAP Application and return it along with a VOID cheque. You can send us this information by mail, fax, or e-mail.

Please note: The processing of new applications typically takes thirty (30) business days. If you have a current bill in hand, please pay it as you normally would and your following bill will be on the PAP plan. Should any withdrawals occur where there are non-sufficient funds in the account, your ENWIN Utilities account will be subject to a NSF fee of \$15.00

Mail: **ENWIN Utilities**
 Attention: CUSTOMER SERVICE
 4545 Rhodes Drive
 P.O. BOX 1625, STATION A
 Windsor Ont.
 N8W 5T1

Fax: (519) 255-7423

E-Mail: info@ENWIN.com

If you have any further questions please contact our Customer Service Centre, by phone, at (519) 255-2727 Monday through Friday, 8am-5pm, and speak to one of our Customer Service representatives.

Sincerely,

ENWIN Utilities Customer Service Centre



ENWIN Utilities Pre-Authorized Payment Plan Application Form

I/We authorize ENWIN Utilities and the financial institution designated (or any other financial institution I/we may authorize at any time) to begin deductions as per my/our instructions for monthly regular recurring payments and/or one-time payments from time to time, for payment of all charges arising under my/our ENWIN Utilities account(s). Regular monthly payments for the full amount of services delivered will be debited to my/our specified account on the due date indicated on the billing. ENWIN Utilities will issue regular billings with a due date (approximately 16 days after the bill creation date). ENWIN Utilities will obtain my/our authorization for any other debits concerning items outside of my utilities services account.

This authority is to remain in effect until ENWIN Utilities has received written/verbal notification from me/us of its change or termination. This notification must be received at least ten (10) business days before the next debit is scheduled at the address provided below. ENWIN Utilities may not assign this authorization, whether directly or indirectly, by operation of law, change of control or otherwise, without providing at least ten (10) days prior written notice to me/us.

I/We have certain recourse rights if any debit does not comply with this agreement. For example, I/we have the right to receive reimbursement for any debit that is not authorized or is not consistent with this PAP Agreement. To obtain more information on my/our recourse right I/we may contact my/our financial institution or visit www.payments.ca

Please complete the Pre-Authorized Payment Plan application, below:

Customer Information (print clearly)

Name

Service Address City Province Postal Code

Phone Number Alt Number E-Mail address

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ENWIN Account Number

These services are for (check one): Residential Business

Financial Institution Information

Financial Institution Name Branch Address City

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Financial Institution Account Number Branch Transit Number Financial Institution Number

Authorized Signature: _____ Date: _____

I hereby authorize ENWIN Utilities to charge my bank account to pay my monthly Utility bills.

***Important - Name(s) on cheque must match ENWIN Utilities primary account holder.**

<p>Complete this form and send it to ENWIN Utilities Ltd:</p> <p>Fax to: 519-255-7423 or Mail to: ENWIN Utilities Ltd. 4545 Rhodes Drive PO Box 1625, Station A Windsor Ontario N8W 5T1 Tel: 519-255-2727</p> <p>Please ensure that a VOID cheque is included with the completed enrolment form.</p>
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