

Automatic Rent Payment Plan Form

I hereby authorize The Corporation of the City of Stratford, Public Housing Division and the Financial Institution designated to being deductions for my personally approved payment plan

Type of Account

Chequing

Chequing/Savings

Joint Account

Account Holder's Information

Name:

Address:

City:

Province:

Postal Code:

Phone:

Void Cheque Attached:

Yes

No

Please supply the following information if you have not attached a void cheque

Bank Account Number:

Bank Transit Number:

Bank Institution Number:

This authorization is to remain in effect until The Corporation of the City of Stratford, Public Housing Division receives written notification from me/us of its termination, in time to allow The Corporation of the City of Stratford, Public Housing Division or the financial institution, a reasonable opportunity to act on it, or until Public housing has sent me/us written notice of termination of this plan.

Authorized Signature:

Date:

! **Please note** for joint accounts all depositors must sign when more than one signature is required on a cheque issued against the account. If you change bank accounts, you must provide a new "Void" cheque immediately. Tenants will be responsible for any changes we (PSHC) incur for returned payments. The returned payment fee is \$20.00 but subject to change if the returned payment fees are increased by the third party administrator at a future date. If a payment is returned, the payment will need to be made by another means that month (example: cash, debit, cheque, certified cheque/bank draft, or money order). After two returned

payments within six months they will be removed from automatic payments for a minimum of 12 months.

The personal information collected on this form is collected by The Corporation of the City of Stratford under the authority of the Housing Services Act, 2011 and will be used by Social Services staff for the purpose of reviewing the application and other administrative purposes. Questions regarding the collection and use of this information may be made to the City Clerk, P.O. Box 818, Stratford, ON, N5A 6W1 or by telephone 519-271-0250 extension 5329 during business hours. If you require this document in an alternate format, please contact the Clerk's office at 519-271-0250 extension 5237 or clerks@stratford.ca.