



Town of Sidney **Pre-Authorized EFT Payment Plan**

The Pre-Authorized EFT Payment Plan is the method by which the Town pays for its indebtedness via Electronic Funds Transfer (EFT). By completing and submitting this form, you authorize the Town to make a transfer of funds directly to a specified bank account. Once enrolled, all future payments will be made by EFT.

Plan Details

- 1) Complete the Enrollment Form and submit it to the Town
- 2) All payments will be made by an Electronic Funds Transfer into a bank account.
- 3) The Town will send an e-mail notification with payment details, indicating total and details of payment.

Eligibility Guidelines

- 1) A bank account at a Financial Institution in Canada.
- 2) An Enrolment Form (see reverse) must be completed and submitted with one of the following:
 - a blank cheque marked "VOID", or
 - a clear photocopy of a blank cheque marked "VOID", or
 - a document from your bank with bank account information.

Requesting Changes

Written notification to the Town of Sidney is required 15 days prior to a payment date for any bank account changes.

Contact / Sign-up Options

Please provide a completed Enrolment Form (see reverse) and banking information:

- In person, to the Finance Department at the Town of Sidney Municipal Hall, 2440 Sidney Ave.
- E-mail PDF copies to: accountspayable@sidney.ca
- Fax them to 250-655-4508, or
- Mail them to:

Town of Sidney
Attention: Accounts Payable
2440 Sidney Avenue
SIDNEY, BC V8L 1Y7
Phone: 250-656-1184



Town of Sidney
Pre-Authorized EFT Payment Plan Enrolment Form

- New enrolment
 Banking Information Change

Individual or Company Name: _____

E-mail address (for payment notifications): _____

Phone # & Contact Name: _____

I / We hereby authorize THE TOWN OF SIDNEY to credit my/our account at the institution indicated above.

AUTHORIZED SIGNATURE(S):

DATE: _____

All signatories must sign if more than one signature is required on cheques issued against the account for verification purposes. Any delivery of this authorization to you constitutes delivery by the signatory.

Please attach one of your cheques, or a clear copy thereof, marked 'VOID'. Alternatively, attach a document from your bank detailing the account information.

Email to: accountspayable@sidney.ca

or

Mail to the attention of: ACCOUNTS PAYABLE, TOWN OF SIDNEY, 2440 SIDNEY AVE, SIDNEY, BC, V8L 1Y7