



# CITY OF PORTAGE LA PRAIRIE PRE-AUTHORIZED TRAILER LICENCE PAYMENT PLAN

## What is pre-authorized payment?

Pre-authorized payment means paying your trailer licence bills automatically from your bank account.

## Can I apply for pre-authorized payment?

You can apply if:

- You have an active account at a bank (or Credit Union).
- You have not had cheques returned (NSF) for your trailer bill within the last year.

## How does it work?

The amount you owe will be withdrawn from your bank account and applied to your trailer licence account on the 2<sup>nd</sup> business day of each month following your bill. All you have to do is make sure that you have enough money in your bank account to cover the automatic withdrawal for each bill.

## Will I still get my trailer licence bills?

Yes. You will continue to get your trailer licence bill every month as usual. It will tell you the amount of money to be withdrawn from your bank account.

## Is there a cost?

We are providing this service to customers at no additional charge. You may want to check with your bank to see if it charges a fee. If your bank returns your automatic payment unpaid, we will charge you a returned-cheque fee (NSF) as per the fees & charges by-law.

## How and when can I apply?

You can apply anytime by following these three easy steps. It will take about one month to set up your account for pre-authorized payment.

1. Fill out the attached application form.
2. Write "VOID" across one of your personal cheques and include it with your application form.
3. Return the application form to:  
City of Portage la Prairie  
97 Saskatchewan Avenue East  
Portage la Prairie, MB R1N 0L8

## What happens if I move?

If you move it is your responsibility to supply the City with a forwarding address and to pay the account balance directly to City Hall.

## What do I do if I change my bank or my account number?

Please give us your new account information at least 30 days before your next payment is due, so that your pre-authorized payments can continue without interruption.

## Can I stop pre-authorized payments at any time?

You can stop pre-authorized payments by giving us 30 days written notice.

## Will the amount of my bill be the same each month?

The amount of your bill will change twice annual. Once in January of each year to reflect the new depreciation rate and once in July to reflect the new tax mill rates.

## Where can I get more information?

Call the Finance Clerk at 239-8310 or email [bdyck@city-plap.com](mailto:bdyck@city-plap.com)

[www.city.portage-la-prairie.mb.ca](http://www.city.portage-la-prairie.mb.ca)



Trailer licence Account #: \_\_\_\_\_

## PRE-AUTHORIZED PAYMENT

I/We the applicant(s) authorized my/our financial institution to electronically debit my/our account for the monthly trailer billing.

APPLICANT NAME (S): \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

TELEPHONE #: HOME: \_\_\_\_\_

TELEPHONE #: WORK: \_\_\_\_\_

DATED: \_\_\_\_\_

**\*\*\*PLEASE ATTACH A SAMPLE CHEQUE MARKED "VOID".\*\*\***

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SIGNATURE (S) as required on cheques issued against account.

Return to: City of Portage la Prairie  
97 Sask. Ave. E.  
Portage la Prairie, MB  
R1N 0L8