The Corporation of Loyalist Township
P.O. Box 70, 263 Main Street,
Odessa, Ontario
K0H 2H0

Tel: 613-386-7351 Ext. 105
Fax: 613-386-3833
Email: utilitybills@loyalist.ca
www.loyalist.ca

Cancellation Notice for
Pre-Authorized Debit Plan – Utility Payments

To: **Loyalist Township Finance Department**

Date: _____

I/we, _____, cancel my/our authorization to issue pre-authorized
Payor name

debits in the amount of $ variable against my/our Account Number _____

effective on _____. I/We acknowledge that this cancellation does not terminate any

other obligation that I/we may have with Loyalist Township.

Signed: _____

Note: **Subject to the terms of any agreement between a Payor and Loyalist Township including their Payor's PAD Agreement, a Cancellation Notice may be provided to Loyalist Township Finance Department by way of registered mail, e-mail, fax or prepaid courier and must be received at least ten (10) business days prior to the next scheduled debit.**