



# Taxes / Water/Wastewater

## New Account / Change of Information / Cancel Account

Authorization to add new, make changes or cancel an existing account.  
To be completed **by property OWNERS ONLY**

Effective Date (Month/Day/Year) \_\_\_\_\_

Service/Property Address

Select One (one request per form only)

- ADD** new account
- CHANGE** your existing account information
- CANCEL** an existing account

Please indicate which account(s) you would like the above applied to:

- Taxes**                      **Roll No(s)** \_\_\_\_\_
- Water/Wastewater**      **Account No(s)** \_\_\_\_\_

First and Last Name (Owner 1)

First and Last Name (Owner 2 if applicable)

Mailing / Forwarding Address (Owner)

Mailing Address (Tenant if applicable)

Home Telephone Number

Business and/or Cell Telephone Number

- I would like to receive my **water/wastewater** bill by **E-mail**
- I would like to receive my **water/wastewater** bill by **regular mail**
- I would like to receive my **TAX** bill by **E-mail**
- I would like to receive my **TAX** bill by **regular mail**

E-mail Address

Signature 1

Date

Signature 2 (if applicable)

Date

**Tenant Account Set-up?**

**This applies to Water/Wastewater utility accounts only and must be completed by the property OWNER.**

**Is there a tenant residing at this property?**

- Yes
- No
- Request a **duplicate copy** of the water/wastewater utility bill be sent to tenant.
- I/we acknowledge that I/we have read and understand the **Rules and Regulations for property owners with tenants.**

**Paying by pre-authorized debit?**

- Yes
- No

**Property Owners Only**

If yes, please complete and submit the Personal Pre-Authorized Debit (PAD) Plan Agreement separately.

**Moving within Bradford?**

- Yes
- No

**Please Note:** If you are moving within the Town of Bradford West Gwillimbury, your account number will change. If you pay your tax and/or water/wastewater utility bill by online or telephone banking, **you must update your account number through your financial institution** once you receive your first bill or an administrative fee (in accordance with our Schedule A Fees & Service Charges By-law) will apply to transfer between accounts.

All personal information on this form is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be issued for the purposes of Property Tax and Utility billing. Questions regarding this collection may be directed to Customer Service using the contact information below:

<b>Telephone:</b>	905-775-5303 Extensions 3100 or 3109
<b>E-mail:</b>	<a href="mailto:finservices@townofbwg.com">finservices@townofbwg.com</a>
<b>Fax:</b>	905-775-4472
<b>Mail:</b>	P.O. Box 160, Bradford, ON, L3Z 2A8
<b>In Person:</b>	61 Holland Street East open Monday-Friday from 8:30am to 4:30pm (Drop Box is available after hours - <b>NO CASH PLEASE</b> )