



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 the **property owners only**.

Effective Date (Month/Day/Year) _____

Service/Property Address _____

Select the action required (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) _____

Telephone Number _____ Email Address _____

Mailing/Forwarding Address of Owner _____

First and Last Name (Owner 2 if applicable) _____

Telephone Number _____ Email Address _____

- I provide consent to the Town of Bradford to notify MPAC (Municipal Property Assessment Corporation) of my address change
- I will notify MPAC of my address change (visit www.mpac.ca to update your mailing address)

How would you like to receive your bill? Please be aware that you can only receive either an ebill or a paper bill, but not both.

- I would like to receive my Water/Wastewater bill by email address _____
- I would like to receive my Water/Wastewater bill by regular mail

I would like to receive my Tax bill by email address _____

I would like to receive my Tax bill by regular mail

Signature _____

Date _____

Paying by pre-authorized debit

Yes *Property owners only, please complete and submit the Personal Pre-Authorized Debit (PAD) Plan Agreement separately. Please find the PAD at the link, [PAD Agreement](#).

No

Tenant Account Set-up

This applies to Water/Wastewater utility accounts only and must be completed by the **property owner**. **Is there are tenant residing at this property?**

Yes

No

Request a duplicate copy of the water/wastewater utility bill be sent to the tenant

I/we acknowledge that I/we have read and understand the Rules and Regulations for property owners and tenants

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 will apply to transfer between accounts (in accordance with our Schedule 'A' Fees and Service Charges By-law).

All personal information on this form is collected pursuant to the Municipal Freedom of Information and 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 below:

Telephone: 905-775-5366 Extension 6030

Email: finservices@townofbwg.com

Fax: 905-775-4472

Mail: P.O. Box 160, Bradford, ON L3Z 2A8

In Person: 61 Holland Street East or 100 Dissette Street

Hours: Monday-Friday from 8:30 am to 4:30 pm

Drop Box at Finance: 61 Holland Street East is available after hours, **no cash please**

**Please save this document to your computer and then email
to finservices@townofbwg.com**