

Municipality of Jasper

Pre-Authorized UTILITY Payment Plan

The **Municipality of Jasper** is offering you a simple way to pay your **Utility Bills** through our *Pre-Authorized Payment Plan*. This plan will give us the authorization to automatically withdraw **Utility Payments** from your account.

How do you join the Plan?

- Complete and sign the application form at the bottom of this sheet.
- Attach a blank personalized cheque marked VOID.
- Ensure your current utility bill is paid in full at the time you enrol.

How does it work?

- While on the plan you will continue to receive your bill every 2 months.
- Your bill will show the **'Total Due'** amount that will be deducted from your account on the **'Due Date'** which is displayed on the bottom right hand side of your bill.

To avoid NSF charges, sufficient funds or overdraft protection must be available when payment is due.

If you move, change banks or decide to cancel ...

- Notify our office in writing a minimum of 5 working days prior to the **'Due Date'** on your bill.

The personal information on this form is collected in order to process your application for the pre-authorized payments of your utility bill. It is collected in accordance with Bylaw #41 and is protected by the 'Freedom of Information and Protection Act'. For any enquires regarding the collection of this information please contact the Municipality of Jasper at 852-6509.

Pre-Authorized UTILITY Payment Application Form

I/we authorize the **Municipality of Jasper** to begin automatic withdrawals for payment of my/our **Utility Bill** from the bank account number identified on the attached cheque. This authority is to remain in effect until there is notification of termination from the customer or the Municipality.

Customer's Name _____

Service Address _____

Telephone: (Residential) _____ (Business) _____

Utility Account # _____ Do you rent or own this property? _____

Authorization

I acknowledge that I have read and agree with the *'Terms and Conditions'* provided on the back of this form.

Authorized Signature _____

Authorized Signature _____

Where more than one signature is required please have each account holder sign.

Date _____

Don't forget to include a VOID cheque with this application.

Terms & Conditions

I (We) acknowledge that this authorization is provided for the benefit of the Municipality of Jasper and myself (ourselves) and is provided in consideration of my (our) bank agreeing to process debits against my account.

I (We) confirm that all persons whose signatures are required to sign on this account have signed the *Pre-Authorized Utility Payment Application Form*.

I (We) hereby authorized the Municipality of Jasper to draw on my (our) account number – with the branch of the financial institution I (we) maintain an account and for which a VOIDED cheque is included with my (our) application.

This authorization may I (We) undertake to inform the Municipality, in writing, of any change in the account information provided in this authorization at least 5 days prior to the next due date of the PAD.

I (We) acknowledge that my (our) bank is not required to verify that a PAD has been issued in accordance with the particulars of my (our) authorization including, but not limited to, the amount. I (We) be cancelled at any time upon notice in writing by me (us) or the Municipality of Jasper. I (We) acknowledge that in order to revoke this authorization, notice of revocation must be provided to the Municipality. In the case of insufficient funds, where 3 consecutive withdrawals have been attempted, the Municipality will no longer accept payment by way of Pre-Authorized Debit (PAD) and an *insufficient fund fee* will be charged for each attempt.

I (We) acknowledge that provision and delivery of this authorization to the Municipality constitutes delivery by me to my bank. Any delivery of this authorization to the Municipality constitutes delivery by me (us).

Revocation of this authorization does not terminate any contract for goods or services that exists between me (us) and the Municipality. My (Our) authorization applies only to the method of payment and does not otherwise have any bearing on the contract for goods or services exchanged.

A PAD may be disputed by me (us) under the following conditions:

1. The PAD was not drawn in accordance with my (our) authorization; or
2. The authorization was revoked; or
3. Pre-notification was not received.

I (We) acknowledge that a claim on the basis that my (our) authorization was revoked, or any other reason, is a matter to be resolved solely between the Municipality and me (us), when disputing any PAD within 90 calendar days.