

# Pre-Authorized Payment Plan Application - Side 1

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## Customer Information:

\_\_\_\_\_  
Contact 1: Last Name, First Name

\_\_\_\_\_  
Contact 2: Last Name, First Name

\_\_\_\_\_  
Utility Account Number (12 Digits)

\_\_\_\_\_  
Service Address

\_\_\_\_\_  
Residential Phone

\_\_\_\_\_  
Business Phone / Cell Phone

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

For a joint account, all depositors must sign if more than one signature is required on cheques issued against the account.

**FOR OFFICE USE ONLY:**

Beg. Payment Month/Year: \_\_\_\_\_

## Other Payment Options

### By Phone:

You can pay your City of Melfort utility account from your home if you use a telephone payment service through your financial institution. Remember though, if you move, you must inform you financial institution that your 12 digit account number will change.

### At Your Financial Institution:

You can pay your City of Melfort utility account at most financial institutions.

### At City Hall:

You can pay by cash, cheque or debit card (Interac) from 8:00 a.m. to 4:30 p.m., Monday to Friday. There is also a 24 hour deposit box.

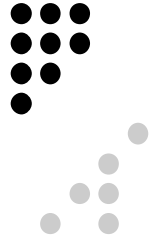
### Mail To:

#### City of Melfort

P.O. Box 2230  
202 Burrows Avenue West  
Melfort, SK S0E 1A0

# Utility Billing Pre-Authorized Payment Plan

City of Melfort



*The City of Northern Lights*

Telephone: 306 752-5911  
Fax: 306 752-5556  
Email: [waterservices@cityofmelfort.ca](mailto:waterservices@cityofmelfort.ca)  
Web: [www.cityofmelfort.ca](http://www.cityofmelfort.ca)

# Utility Billing Pre-Authorized Payment Plan

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## Pre-Authorized Payment Plan Application - Side 2

The Pre-Authorized Payment Plan (PAP) allows your (bi)monthly utility payment to be automatically deducted from your bank account.

Conveniences you'll enjoy: no more cheques or postage, no line ups or last minute rush.

### How Does The Plan Work?

After your initial authorization, we will automatically debit your bank account for the billed amount shown on your utility statement. You will continue to receive a (bi)monthly utility invoice which lists your utility charges.

Payments must be made in Canadian dollars against a Canadian chartered bank, trust company or credit union.

The debit will be processed on the DUE DATE shown on the utility invoice.

No additional administration fees are charged.

### Who Can Sign Up For PAP (Pre-Authorized Payment)?

All City of Melfort utility customers are eligible for the Pre-Authorized Payment Plan.

### How To Apply

Fill out the attached form and return it to the City of Melfort office; either in person or mailed in with your utility payment.

Once the application is processed, a message will appear on the front of your bill confirming your participation in the Pre-Authorized Payment Plan (PAP)

Applications or any other changes to your Pre-Authorized Payment Plan must be made 2 weeks prior to your next billing date.

### What if I sell my property?

If you sell your property, it is your responsibility to immediately inform the City's utility department to arrange for cancellation of PAP or transfer the PAP to your new home at least 2 weeks prior to your next billing date.

### What if I change bank accounts?

If you change your bank account, please advise the City's utility department at least 2 weeks prior to your next payment date.

If any payments are missed, the City of Melfort has the right to cancel the agreement. A \$20 service charge will be applied to any payments returned by your bank.

### Need More Information?

Call the City of Melfort office at 752-5911. A customer service representative will be pleased to answer your questions.

### Bank Information:

CHEQUING ACCOUNT (Attach a current blank cheque marked "VOID" to this form. Pre-printed numbers indicate current banking information.)

OR

OTHER ACCOUNT TYPE (Please have this section completed by an authorized official at your bank to ensure correct banking information.)

Bank Number (3 digits)

Branch Number (5 digits)

Account Number

Signature of Authorized Bank Official

Bank Stamp