



Town of Fairview

PREAUTHORIZED PAYMENT PLAN - UTILITIES

No more cheque writing, postage, payment line-ups, late payments or making arrangements for payment while you're away!!

To join the Preauthorized Payment Plan

- Complete and sign the Application Form and Payor's PAD Agreement.
- Attach a blank personalized cheque marked VOID or bank authorization form.
- Ensure your current utility bill is paid in full at the time you enroll.

How does it work?

- Once enrolled, you will continue to receive an invoice every month.
- Your invoice will show the amount and date your payment will be deducted from your bank account.
- A message will appear on your invoice to keep you informed of your transactions.

When is the payment withdrawn from my account?

- Watch for a message on your invoice to indicate you are on the plan.
- The withdrawal amount will be shown on your invoice.
- Your payment will be withdrawn on the 20th of the month or the following Monday.

Please Note: Sufficient funds or bank approved overdraft protection must be available when payment is due, to avoid an NSF charge of \$20.00.

What if your bank account changes?

- Simply advise us in writing at least 10 business days prior to the 20th and include a new personalized cheque marked VOID or bank authorization form and we'll do the rest.

Wait! Have you:

- Included a voided, personalized cheque or bank authorization form?
- Included all signatures if the account requires multiple signatures?
- Completed your application forms?
- Remember: Please pay your current invoice in your usual manner, until it states a date and withdrawal amount.

The personal information on this form is collected in order to process your application for pre-authorized payments of your utility bill. It is collected under the authority of the *Municipal Government Act* and *The Freedom of Information and Protection of Privacy Act, Section 33(c)* and is protected under that Act. If you have any questions about the collection and use of this information, please contact the Municipal Treasurer at (780) 835-5461.

Preauthorized Payment Plan Application Form

Customer's Name: _____ Service Address: _____

Mailing Address: _____ Telephone: (R/B/C) _____

Town of Fairview Utility Account Number: _____ Date: _____

Authorized Signature(s): _____

_____ and/or _____