



PRE-AUTHORIZED DEBIT (PAD) APPLICATION

MAILING ADDRESS:

Town of Rocky Mountain House
PO Box 1509
Rocky Mountain House, AB T4T 1B2

STREET ADDRESS:

5116 – 50 Ave
Rocky Mountain House
Monday to Friday
8:30 a.m. – 4:30 p.m.

PHONE: 403-845-2866**FAX:** 403-845-3230**EMAIL:**

propertytaxes@trmh.ca
utilities@trmh.ca

PAYOR INFORMATION (the “Payor”)

PERSONAL PAD ☐ BUSINESS PAD ☐	
SERVICE ADDRESS:	
PROPERTY TAX ROLL NO.:	UTILITY ACCOUNT NO.:

PROPERTY OWNER / ACCOUNT HOLDER NAME:		
MAILING ADDRESS:		
APARTMENT, SUITE, ETC.:		
CITY:	PROVINCE:	POSTAL CODE:
EMAIL ADDRESS:		PHONE NUMBER:

PAYEE INFORMATION (the “Payee”)

TOWN OF ROCKY MOUNTAIN HOUSE
P.O. BOX 1509
ROCKY MOUNTAIN HOUSE, AB T4T 1B2

propertytaxes@trmh.cautilities@trmh.ca

403-845-2866

Please indicate which payment plan(s) you would like to participate in:

<u>Tax Instalment Payment Plan (TIPP)</u> Annual Tax Amount: _____ Tax Year: _____ # of Payments in Year: _____ Fixed Monthly Payment: _____ Payment Start Date: _____ (TIPP is withdrawn on the last business day of each month)	<u>Utility Pre-Authorized Debit (PAD)</u> Variable payments will be debited monthly from your account on the due date stated on your utility invoice. The amount due will be stated on your utility invoice. Payment Start Date: _____
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☐ VOID Cheque OR Account Verification Letter from Financial Institution attached.

☐ Copy of Pre-Authorized Debit Application given to Applicant _____ Applicant Initials

I/We warrant and guarantee that the person(s) whose signature(s) are required to sign on the account have signed the Authorization. Note: If only one signature is required for the account, then only one Payor need sign. However, if two or more signatures are required, then both or all Payors must sign.

Signature 1

Signature 2

Date

Personal information that is collected as part of this form will be used for purposes related to the administration of Property Assessment/Taxation and Utility services. Collection is authorized under section 4(c) of the *Protection of Privacy Act (POPA)* and is managed and protected in accordance with the Act. Questions about the collection, use or disclosure of your personal information may be directed to the Access and Privacy Officer at 403-845-2866 or email accessandprivacy@trmh.ca.

AUTHORIZATION

I/We acknowledge this Authorization is provided for the benefit of the “Payee” and “Processing Institution” and is provided in consideration of the Processing Institution agreeing to process Pre-Authorized Debits (PAD) against the Account provided in accordance with the Rules of the Canadian Payments Association.

I/We consent to the disclosure of any personal information that may be contained in this Authorization to the financial institution that holds the account of the Payee to be credited with the PAD to the extent that such disclosure of personal information is directly related to and necessary for the proper application of Rule H1 of the Rules of the Canadian Payments Association.

I/We have certain recourse rights if any debit does not comply with this agreement. For example, I/we have the right to receive reimbursement for any TIPP that is not authorized or is not consistent with this PAD Agreement. To obtain more information on my/our recourse rights, I/we may contact my/our financial institution or visit www.payments.ca.

By signing this Authorization, the Payor acknowledges having received and having read a copy of this Agreement, including the terms and conditions, acknowledges understanding the terms and conditions of this Agreement, and agrees to be bound by the terms and conditions of this Agreement.

I/we, the payor, authorize the Town of Rocky Mountain House to debit the identified bank account on the last business day of each month for our Tax Installment Payment (TIPP). I/we, the payor, confirm that I have authority under the terms of my account agreement to authorize the debit.

TERMS AND CONDITIONS

1. TIPP runs from January to December of each tax year and continues year-to-year unless cancelled by written notification.
2. TIPP payments are withdrawn from the Applicant’s bank account on the last business day of each month.
3. Utilities are variable payments that will be debited monthly on the due date in the amount stated on the utility invoice and continues year-to-year unless cancelled by written notification.
4. You may revoke your authorization at any time, subject to providing ten (10) business days written notice though not exceeding 30 days before the next payment debit date. You may do this by contacting the Property Tax Coordinator for TIPP or the Utility Coordinator for Utility PAD at the Town of Rocky Mountain House. You may obtain a sample cancellation form, or further information on your right to cancel a PAD Agreement from your financial institution or by visiting www.payments.ca
5. Any TIPP payments withdrawn from the account that are dishonoured by the Applicant’s financial institution by reason of non-sufficient funds (NSF), stop payment, account closure, etc., will entitle the Town to remove the Applicant from the Tax Instalment Payment Plan without prior notice. Tax accounts will also be subject to the Town of Rocky Mountain House NSF fee. All outstanding amounts become due and payable and subject to penalties.
6. Any UT PAD payments withdrawn from the account that are dishonoured by the Applicant’s financial institution by reason of non-sufficient funds (NSF), stop payment, account closure, etc. will be subject to the Town of Rocky Mountain House NSF fee. All outstanding amounts become due and payable and subject to penalties. In such circumstances the Town of Rocky Mountain House reserves the right to remove the Applicant from the Pre-authorized Debit (PAD) plan.
7. Any amount left owing on the Applicant’s tax account on the last business day of December each year will be automatically withdrawn from the Applicant’s account on that day. If the December payment amount differs by more than \$20 from your regular monthly payment, you will be notified by letter prior to the withdrawal.
8. In the event of a sale of the property or a change in banking information, it is your responsibility to immediately notify the taxation department or the utility department to arrange cancellation of the plan or to change your banking details.
9. It is the responsibility of the Applicant to monitor payments withdrawn from your bank account and to contact the Town in the event of a discrepancy within 90 days.
10. Once a property owner has been removed from TIPP or the Utility PAD for any reason, the Town of Rocky Mountain House reserves the right to not reinstate the same property owner on TIPP or Utility PAD until the following year.