



# UTILITY PAYMENTS

## PRE-AUTHORIZED DEBIT (PAD) APPLICATION FORM

<b>PAYOR INFORMATION</b>			
Account Holder(s) Name(s) and Addresses (the, "Payor")			
UTILITY ACCOUNT NUMBER			
NAME			
SERVICE ADDRESS			
MAILING ADDRESS	CITY	PROVINCE	POSTAL CODE
PHONE	EMAIL		
<input type="checkbox"/> PERSONAL P.A.D.	<input type="checkbox"/> BUSINESS P.A.D.	<input type="checkbox"/> OWNER	<input type="checkbox"/> TENANT

<b>PAYEE INFORMATION</b>			
Payee Name and Address (the "Payee")			
NAME			
Town of Rocky Mountain House			
MAILING ADDRESS	CITY	PROVINCE	POSTAL CODE
Box 1509	Rocky Mountain House	Alberta	T4T 1B2
PHONE	EMAIL:		
403-845-2866	UTILITIES@TRMH.CA		

<b>PAYMENT DETAILS</b>	
<input type="checkbox"/> Void Cheque Attached <u>OR</u> <input type="checkbox"/> Account Verification Letter From Financial Institution Attached	
Your First Payment Will Be Debited On:	<input type="checkbox"/> Copy Given To Applicant <input type="checkbox"/> Applicant Initials

Variable payments will be debited from your account monthly on the due date. The amount debited will be stated on the utility invoice.

I/We warrant and guarantee that the person(s) whose signature(s) are required to sign on the account have signed the authorization and agree to the terms and conditions as presented on the backside of this form.

Payor Signature \_\_\_\_\_ Date \_\_\_\_\_

Payor Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOIP Notification:** The personal information you provide on this form is being collected under the authority of the Freedom of Information and Protection of Privacy Act and is used solely for purposes relating to the administration of utility services. Questions about the collection or use of this information can be directed to the Town of Rocky Mountain House FOIP Coordinator at (403) 845-2866.

ENTERED: \_\_\_\_\_

## **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-Authorised 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 debit 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](http://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.

## **TERMS AND CONDITIONS**

1. Variable payments will be debited monthly on the due date in the amount stated on the utility invoice.
2. The plan is continuous unless cancelled by written notification.
3. 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 Utilities Clerk 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](http://www.payments.ca)
4. Payment withdrawal dates and amounts will be stated on your Utility Invoice.
5. Any 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.
6. In the event of a sale of the property, a change in banking information or any changes pertaining to information collected in this PAD application form it is your responsibility to immediately notify the utilities department to arrange cancellation of the PAD or to change your banking details.
7. It is the responsibility of the Applicant to monitor payments withdrawn from their bank account and to contact the Town in the event of a discrepancy within 90 days.