



# PRE-AUTHORIZED DEBIT (PAD) APPLICATION FORM



For automatic monthly payments of property taxes and/or utilities

## PAYOR INFORMATION Account Holder(s) Name and Address (the "Payor")

PERSONAL PAD      BUSINESS PAD

PROPERTY TAX ROLL \_\_\_\_\_ UTILITY ACCOUNT \_\_\_\_\_

NAME(S) \_\_\_\_\_

PROPERTY ADDRESS \_\_\_\_\_

MAILING ADDRESS (if different) \_\_\_\_\_

CITY \_\_\_\_\_ PROVINCE \_\_\_\_\_ POSTAL CODE \_\_\_\_\_

PHONE \_\_\_\_\_ ALTERNATE PHONE \_\_\_\_\_

## PAYEE INFORMATION Name and Address (the "Payee")

TOWN OF ROCKY MOUNTAIN HOUSE

PO BOX 1509

ROCKY MOUNTAIN HOUSE AB T4T 1B2

[PROPERTYTAXES@TRMH.CA](mailto:PROPERTYTAXES@TRMH.CA)

[UTILITIES@TRMH.CA](mailto:UTILITIES@TRMH.CA)

(403) 845-2866

**Please check off the box(es) indicating which payment plan(s) you would like to participate in.**

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(TIPP is withdrawn on the last business day of each month)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

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

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

*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.*



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## 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](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.

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 Taxation 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](http://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 H o u s e N S F f e e . 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. Ins such circumstances the Town of Rocky Mountain House reserves the right to remove the Applicant form 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.