

### Third Party Authorization Form

Date: \_\_\_\_\_

Account# (optional): \_\_\_\_\_ Folio# (optional): \_\_\_\_\_ Phone: \_\_\_\_\_

Owner(s): \_\_\_\_\_

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

- The Bylaws of the City of Vernon require that all accounts for the above-noted services must be rendered to the owner of the property to which those services are provided.
- The property owner needs to complete this form and return it to the Finance Department located at City Hall, if you wish to give access to a third party.
- Giving access to your account will allow the third party to inquire and make changes to your account on your behalf.
- The property owner or third party can remove the third party from the account with written notice to the Finance Department.

**Please read and initial:**It is the responsibility of the property owner to make sure the account is paid in full.

Initial

Any outstanding utility amount, including dishonored payment fees, not paid by December 31 each year will be transferred to the property owner's tax account.

Initial

**Please initial:** the account(s) you would like to give access to your third party.

Utility Account

Initial

Property Tax Account

Initial

**Name of the third party (please print):**

Name: \_\_\_\_\_

**Authorized by:**

Signature of property owner: \_\_\_\_\_

Print Name: \_\_\_\_\_

*Note: If the account is in a company name, please provide documentation showing proof of ownership for the person signing on behalf of the company.*

