

## Utility Auto Debit Program (Preauthorized Payment) Authorization Form

Application Date: \_\_\_\_\_ Account # (optional): \_\_\_\_\_

Effective Date (If different from application date): \_\_\_\_\_

**NOTE:** Utility billing is quarterly, therefore the withdrawal will happen once each quarter on the due date. If your application is received 10 days before the next available due date your account will be included in the current quarter, otherwise your first withdrawal will be for the next quarter.

**Withdrawal months are:** February, May, August and November.

Civic Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Registered Owners: \_\_\_\_\_

I/We hereby authorize the Financial Institution which I/We have provided to the City of Vernon to debit my/our account as per the attached supporting documentation, the *balance owing* on the above noted utility account(s) on each utility billing due date. All payments are to be made to the City of Vernon.

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

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

Your treatment of each payment shall be the same as if I/we have personally directed you to pay as indicated and charge the amount specified to the account of the above signed. This authorization may be cancelled any time upon sufficient written notice. Any delivery of this authorization to you constitutes delivery by the above signed.

### TERMS AND CONDITIONS OF CUSTOMER'S AUTHORIZATION TO THE CITY OF VERNON

Read & initial each item below, include a blank cheque marked "VOID" & email to [covdata@vernon.ca](mailto:covdata@vernon.ca)

I/We understand that the utility auto-debit (pre-authorized payment) plan is for the convenience of the property owner. The City of Vernon relies on the representation constituted by this authorization that the property owner's bank account shall be in good standing with sufficient funds to cover such pre-authorized withdrawals as they become due and payable.

I/We understand the pre-authorized cheque will be drawn and presented to our bank on each utility billing due date for the property shown above, to cover payment due on the property owner's utility account(s) on such due date.

A **service charge** for dishonored payments will apply (as set by city Bylaw). After three dishonored payments, or payment returned due to "closed account", you will be removed from the Auto Debit Program.

**Selling Your Property:** The registered owner or their legal council **MUST** terminate the utility auto-debit at least 10 working days before the due date by providing written authorization to the City of Vernon Finance Department. **\*\*The sale of the property does not automatically stop this program.\*\* There are NO REFUNDS under this plan.**

**Adjustments:** If any utility adjustment has been made to the above account, and the due date is after the auto withdrawal for that quarter, alternative payment arrangements will have to be made for that bill, as the City of Vernon is not able to withdrawal funds after the utility due date.

*Personal information contained on this form is collected under the Freedom of Information and Protection of Privacy Act and will be used only for the purposes of responding to your request.*

