



**CITY OF LACOMBE
UTILITIES
PRE-AUTHORIZED WITHDRAWAL
APPLICATION FORM**

Utility Account #'s: _____

Applicant's Personal Information

Applicant's Name: _____

Service Address (es): _____

Mailing Address: Same as above or _____

Telephone Number: _____

(Daytime)

(Alternate – Business or Cell)

Applicant's Banking Information

ATTACH VOID CHEQUE HERE

Payment Information (To be completed by City of Lacombe)

Initial Payment required to clear account: \$ _____

Start Date (month): _____

Date Received: _____ Received by (initials): _____

Date Processed: _____ Processed by (initials): _____

Copy of this form given to applicant: Yes No

Terms and Conditions

1. The current utility levy and any arrears must be paid in full prior to being eligible in the Pre-Authorized Withdrawal Plan.
2. The plan continues each year unless cancelled by written notification. Applicants do not need to enrol each year.
3. Payments are withdrawn from the Applicant’s bank account on the due date listed on the applicable City of Lacombe Utility bill.
4. Any payments withdrawn from the account that are dishonoured by the Applicant’s financial institution by reason of non-sufficient funds, stop payment, account closure, ect., may result in termination of the plan without prior notice. Utility accounts will also be subject to the City of Lacombe NSF Fee and all outstanding amounts become due, payable and subject to penalties. Renters will be removed from the plan and charged a \$350 deposit to their account.
5. The Applicant is responsible to advise the Payee, **in writing, not less than 14 days prior to the next due date**, of any changes required in that month (i.e. Applicant information, account information, sale of the above noted property, cancellation of plan). In the event that the plan is cancelled, all outstanding amounts become immediately due and payable and subject to penalties.
6. It is the responsibility of the Applicant to monitor payments withdrawn from their bank account and to contact the City in the event of a discrepancy.
7. Nothing in this Pre-Authorized Withdrawal Form shall be interpreted to relieve the applicant from the obligation to pay any utility charges, including penalties, owing to the City of Lacombe in accordance with the bylaws established by the City of Lacombe.
8. The City of Lacombe reserves the right to amend the Terms and Conditions set out in this form by giving no less than thirty days written notice.

Authorization

I have read and understand the terms and conditions of the Pre-Authorized Utility Withdrawal Program as stated above. I acknowledge that the information provided on this form is complete and correct.

I authorize the City of Lacombe and its Financial Institutions to debit the above referenced account for my Utility Account payment in the actual amount shown on the utility bill issued by the City of Lacombe. The amount will be withdrawn on the due date listed on the Utility bill and will continue for each billing period until either party cancels this agreement.

This authorization may be cancelled at any time by the Applicant or the City of Lacombe, and all outstanding amounts become due and payable and subject to penalties.

Signature of Applicant

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 City of Lacombe Utilities Clerk at (403)782-6666.