

**UTILITY PERSONAL PRE-AUTHORIZED PAYMENT PLAN APPLICATION**

*Bylaw #07-2016 - Schedule "A"*



<b>NAME:</b> _____	<b>UTILITY ACCOUNT:</b> _____
<b>MAILING ADDRESS:</b> _____ _____	<b>CIVIC ADDRESS:</b> _____ <b>LEGAL, AB T0G 1L0</b>
<b>PHONE #:</b> _____	<b>ALTERNATE PHONE:</b> _____

**BANK ACCOUNT INFORMATION**

*Please have financial institution complete the following information or attach a VOID cheque:*

<b>DEPOSIT ACCOUNT NUMBER:</b> _____	<b>TRANSIT #:</b> _____
<b>BANK #:</b> _____	
<b>Financial Institution:</b> _____	<b>TELLER STAMP:</b> <div style="border: 1px solid black; width: 150px; height: 50px; display: inline-block;"></div>
<b>Address:</b> _____	

1. I/We hereby authorize the Town of Legal to debit the bank account identified above for all utility charges payable, as identified on my/our Town of Legal Utility Statement, on the fifteenth (15<sup>th</sup>) day of every month *if billed monthly* **OR** on the fifteenth (15<sup>th</sup>) day of February, April, June, August, October and December, *if billed bi-monthly*.

**Please note, payment date may be adjusted to the next business day should payment date fall on a weekend or a holiday.**

2. I/We hereby understand that I/we may revoke our authorization at any time by completing a Pre-Authorized Payment Plan Cancellation form and returning it to the Town of Legal no later than fifteen (15) days prior to the next withdrawal/due date. Cancellation forms are available by request at the Town of Legal Office. A sample cancellation form is available at [www.cdnpay.ca](http://www.cdnpay.ca) or by request at most financial institutions.

3. I/We hereby understand that any returned payments are subject to a \$25.00 service charge and may result in my/our termination from this plan. I/We understand that in the event of a returned payment, the payment and service charge will be added to the next month's withdrawal.

4. In the event of the sale of the above noted property, I/we will notify the Town of Legal, in writing at least fifteen (15) days prior to the next due date, to arrange termination from the plan.

5. In the event of change in bank account, I/we will notify the Town of Legal, in writing at least fifteen (15) days prior to the next due date, to provide the new bank account information.

6. Nothing in this Pre-Authorized Payment Plan form shall be interpreted to relieve the owner/applicant from the obligation to pay any utility charges, including penalties, owing to the Town of Legal in the manner or on the date(s) for payment established by the bylaws of the Town of Legal.
7. I/We understand there will be monthly or bi-monthly charges in the amount of the payment and we will be notified of the withdrawal amount on the Town of Legal Utility Statement as indicated by the balance owing.
8. 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 Pre-Authorized Debit that is not authorized or is not consistent with this Pre-Authorized Debit agreement. To obtain more information on my/our recourse rights, I may contact my financial institution or visit [www.cdnpay.ca](http://www.cdnpay.ca).
9. I/We warrant and guarantee that all persons whose signatures are required to sign on this account have signed this agreement below.

**AUTHORIZATION:**

\_\_\_\_\_  
NAME OF APPLICANT *(Please Print)*

\_\_\_\_\_  
NAME OF CO-APPLICANT *(Please Print)*

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
SIGNATURE OF CO-APPLICANT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

When the form is completed, please mail or fax a copy to:

**Town of Legal**  
**Box 390**  
**Legal, Alberta T0G 1L0**  
**PHONE: 780-961-3773**  
**FAX: 780-961-4133**

*The information collected on this document will be used for the purposes allowed under the authority of the Municipal Government Act. The information on this form is collected under the authority of Section 33 (c) of the Freedom of Information and Protection of Privacy Act (FOIP) and is used solely for purposes relating to the Town of Legal.*