



No.:
Month:
Amount:

**CITY OF REVELSTOKE
APPLICATION FOR
PRE-AUTHORIZED PAYMENTS
COMMERCIAL UTILITIES**

Account Holder:
Account No.:
Mailing Address:
Service Address:
Telephone No.:
Email Address:

Office Use Only

Quarterly Amount of Commercial Utilities	\$
Quarterly Withdrawal	\$

I/We hereby apply for the commercial utilities at the service address identified above to be paid by pre - authorized payments and agree to having the payments adjusted as utility rates are updated in the Utilities Fees and Charges Bylaw.

I confirm that I have read and understood those terms and conditions attached to this application.

Signature:
Date:

Return completed application with a copy of a direct deposit form or void cheque to the Finance Department or utilities@revelstoke.ca

The Personal information collected on this form is done so under the provisions of the Freedom of Information and Protection of Privacy Act and shall be used only for the purposes of processing commercial utility pre-authorized payments. Questions concerning your personal information should be directed to the Freedom of Information Coordinator at the City of Revelstoke.



CITY OF REVELSTOKE APPLICATION FOR PRE-AUTHORIZED PAYMENTS COMMERCIAL UTILITIES

- 1) In order for a commercial utility account to be able to make applications, all existing outstanding utilities must be paid.
- 2) The pre-authorized payment amount shall be the amount of your quarterly bill.
- 3) The payments made on the pre-authorized plan are non-refundable.
- 4) Once an account holder for commercial utilities has elected to pay under the pre-authorized payments as herein outlined, he or she shall remain on such a scheme for each succeeding year until such time as 30 (thirty) days' notice of cancellation in writing is delivered to the City.
- 5) The method of payment shall be by pre-authorized quarterly payments from the account holder's bank, on the selected dates;

January 25	Q1 January 1 - March 31
April 25	Q2 April 1 - June 30
July 25	Q3 July 1 - September 30
October 25	Q4 October 1 - December 31

If any date lands on a non-business day, the payment will be withdrawn the following business day.

- 6) Where a pre-authorized payment is refused by the account holder's bank, an NSF charge shall be levied by the City on the account holder, in accordance with the current rate provided in the Fees and Charges Bylaw.
- 7) Where 2 (two) consecutive dishonoured payments occur, the account holder shall be deemed to have defaulted under his or her agreement to pay utilities by pre-authorized payment and their application to pay utilities under the pre-authorized payments shall be cancelled forthwith. All outstanding utilities, penalties, and charges shall become due and payable immediately or by the utility due date, whichever is the later.
- 8) A separate application shall be required for each commercial utility account.
- 9) An account holder who has defaulted on his or her installments shall be barred from making a new application for one complete annual year.
- 10) It is the responsibility of the account holder to ensure that correct information is provided to the City for the purposes of processing payments. The City does not accept any responsibility for returned payments other than through the fault of the City.