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PRE-AUTHORIZED PAYMENT PLAN APPLICATION

The Village of Caroline offers you the option of paying your utility bill or tax installment payment through our pre-authorized payment plan. This service is not available for a savings account or a foreign bank account.

How will you know what deductions are being made from your account?

Under the pre-authorized plan you will continue to receive a utility bill every month showing the amount that will be deducted on the due date. If you have any questions about your billing, simply phone our office at (403)722-3781.

What if you move, change banks or decide to cancel the plan?

If for any reason you need to change or cancel the pre-authorized payment plan, just write or visit our office and we will make the changes you need. Please inform us of these changes a minimum of ten working days prior to the due date on your bill, and we will change the information for that billing due date.

How do you apply for the 'Pre-Authorized Payment Plan'?

Simply complete the attached application form and return it to us along with a voided personalized cheque showing the bank account number you want us to use.

Please complete the pre-authorized Debit (PAD) Plan Agreement and return to the Village of Caroline.

Service Agreement: I/We authorize the Village of Caroline, and the financial institution designated (or any other financial institution I/We may authorize at any time) to begin automatic withdrawals as per my/our instructions for payments of my/our monthly utility bill or tax installment payment and/or one-time payments from time to time.

Regular monthly payments for the full amount of services delivered will be debited to my/our specified account on the 28th day of every month for my/our tax installment payment. At the beginning of each quarter, the Village of Caroline will provide a utility bill evidencing the amount of any debit applied to the account. In May and December of each year, the Village of Caroline will provide written notice of the amount of regular debit for Tax Installment payments for the upcoming months. The Village of Caroline will obtain my/our authorization for any other one-time or sporadic debits.

This authority is to remain in effect until the Village of Caroline has received written notification from me/us of its change or termination. This notification must be received at least ten (10) business days before the next debit is scheduled at the address provided. The Village of Caroline may not assign this authorization, whether directly or indirectly, by operation of law, change of control or otherwise, without providing at least 10 days prior written notice to me/us.

I/We have certain rights if any debit does not comply with this agreement. For example, I/We have the right to receive reimbursement for any PAD that is not authorized or is not consistent with this PAD Agreement. TO Obtain a form for a Reimbursement Claim, or more information on my/our recourse rights, I/We may contact my/our financial institution or visit www.cdnpay.ca

Taxes

Utility

CUSTOMER INFORMATION: PLEASE PRINT

Customer Name:		
Mailing Address:		
City or Town:	Residence Phone #:	Business Phone #:
Utility Account # :	Tax Installment Roll #:	
Financial Intuition (FI):		
FI Account Number:	FI Transit Number (Transit 3-Digits):	
FI Address:	FI Branch Number (*Branch 5-Digits):	
City or Town:	Province and Postal Code:	
Authorized Signature:	Date Signed:	