



Utility Pre-Authorized Payment Plan (PAP) Enrollment Conditions

1. Any person who owns a utility account with the Town of Redcliff, and whose utility account balance is at zero and in good standing may elect to enter into a utility Pre-Authorized Payment Plan (PAP) agreement with the Town of Redcliff any time during the year.
2. Arrangements shall provide for automatic withdrawals for utility bills on the 30th day of each month a utility bill is issued.
3. Any changes to banking information or any other changes (including enrollment) are required 5 business days in advance of a payment date.
4. A PAP is deemed to be no longer in good standing if the following situations occur: the EFT process fails, or the customer fails to pay a service charge in accordance with Town's Bylaws. As a result, the Utility PAP agreement will be deemed to be terminated.
5. The PAP will continue until the customer makes a formal request to cancel, or they are cancelled by the Town of Redcliff.
6. Electronic signatures are accepted.
7. A void cheque or an official document from a financial institution is required.

Utility Pre-Authorized Payment Plan Form

Customer Name: _____ Utility Account Number: _____

Email Address: _____ Phone Number: _____

Service Address: _____

Mailing Address (if different): _____

I, _____ (Customer's name) authorize the Town of Redcliff to debit my/our account on the 30th day of each month a utility bill is issued for payments payable to the Town of Redcliff in respect to the above mentioned Utility Account Number.

Authorized Signature for Account

Second Authorized Signature for Account (If applicable)

**ATTACH A VOID CHEQUE OR AN OFFICIAL DOCUMENT
FROM A FINANCIAL INSTITUTION WITH SIGNED FORM**