



# TOWN OF REDCLIFF

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## Utility Pre-Authorized Payment Plan Form

I/We authorize the Town of Redcliff to begin deductions as per my/our instructions for regular bi-monthly recurring payments and/or one-time payments from time to time, for payment of all charges arising under my/our Town of Redcliff utility payments for the full amount of services delivered will be debited to my/our specified account on 30th day of each month a utility bill is issued. The Town of Redcliff will provide ten (10) days written notice of the amount of each regular debit by way of the issuance of a bi-monthly Utility Invoice. The Town of Redcliff will obtain my/our authorization for any other one-time or sporadic debits.

This authority is to remain in effect until the Town of Redcliff has received written notification from me/us of its change or termination. This notification must be received at least five (5) business days before the next debit is scheduled at the address provided below. I/We may obtain a sample cancellation form, or more information on my/our right to cancel a PAD Agreement at my/our financial institution or by visiting [www.cdnpay.ca](http://www.cdnpay.ca).

The Town of Redcliff may not assign this authorization, whether directly or indirectly, by operation of law, change of control or otherwise, without providing at least ten (10) days prior written notice to me/us.

I/We has certain recourse 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 for more information on my/our recourse rights, I/we may contact my/our financial institution or visit [www.cdnpay.ca](http://www.cdnpay.ca).

Business:  Personal:

Customer Name: \_\_\_\_\_ Utility Account Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Service Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Second Signature (if applicable)

\_\_\_\_\_  
Date

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

#### 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.

Effective January 1, 2021