

OFFICE USE ONLY

Date Complete: _____ Initial: _____ Folio Number: _____

Applicant Information

Full Name: _____

Company Name: _____

Mailing Address: _____

City: _____ Province: _____ Postal Code: _____ Country: _____

Phone: _____ Cell: _____ E-mail: _____

Property Information

Property Address: _____ Postal Code: _____

Utility Account: **100 / 200 / 300** _____ Are you the Property Owner? ☐ Yes ☐ No

Payment Information

Full or Quarterly Payment: _____ Date payment effective: _____

See reverse side on how to make a change to your payment amount.

Agreement

Authorization of the Account Holder(s) to the Under-noted Payee to Direct Debit an Account. Payee: City of Quesnel, 410 Kinchant St., Quesnel, BC.

I (we) as the account holder (s), authorize the Payee and the above-noted financial institution to debit my (our) account, at the above indicated branch of the financial institution, under terms and conditions agreed to by me (us) with the Payee until such time as written notice to the contrary is given to me (us) to the Payee.

The branch of the financial institution at which I (we) maintain the account is not required to verify that the payment(s) is/are drawn in accordance with the authorization.

I (we) will notify the Payee in writing of any change in the account of information or termination of the authorization prior to the next due date of the pre-authorized debit.

I (we) understand that a written declaration to this effect must be given to my (our) financial institution. I (we) acknowledge that delivery of this authorization to the Payee constitutes delivery by me (us) to the above-noted financial institution.

Personal information contained on this form is collected under the Freedom of Information and Protection of Privacy Act (FOIPPA) and will be used only for the purposes of responding to your request.

Print Name

Signature

Date

ATTACH A VOID CHEQUE, DIRECT DEPOSIT FORM OR COUNTER CHEQUE HERE.



Utility Pre-Authorized Payment

Finance Department

410 Kinchant St, Quesnel, BC, V2J 7J5

T: 250-992-2111 | F: 250-992-1512

E: financedepartment@quesnel.ca

www.quesnel.ca

Terms and Conditions

Utility Payment Plan Options

There are two payment plan options:

1. Full Payment (10% discount)

Full payment will be withdrawn as per the scheduled annual due date.

2. Quarterly Payments (5% discount)

Quarterly payments will be withdrawn as per the scheduled quarterly annual due dates.

Please note that any outstanding utilities as of December 31st will be transferred to the property tax account

Changes or Cancellations

For the following changes:

- Financial institution information
- Payment amount
- Contact information (*phone, email, address*)
- Sale of property
- Cancel pre-authorized payment plan

please fill out the *Changes and Cancellation Payment Plan Form* available at City of Quesnel, and on our website: www.quesnel.ca/utility-billing.

Pre-authorized payments may be cancelled at any time within 10 working days using the form mentioned above, prior to the next scheduled discount dates provided by the Finance Department.

If the payment plan is cancelled, outstanding utilities as of December 31st will be transferred to the property tax account.

Returned Payments by the Bank

Any pre-authorized payments returned by the bank for any reason than a stop payment will be subject to a \$25 returned fee charge on the utility account.

After two returned payments from your bank, your participation in payment plan will be cancelled.

Reimbursement

Items charged will be reimbursed subject to notification by you to the branch of account within 90 days under any of the following conditions:

- You never provided the authorization to the Payee.
- The pre-authorized debit was not drawn in accordance with this authorization.
- You authorization was revoked.
- The debit was posted to the wrong account due to invalid / incorrect account information supplied by the Payee.

All other reasons for reimbursement will be subject to a \$25 charge per folio.

Selling your Property

Utility payments are non-refundable if the property is sold.

A tax certificate will indicate the total of the pre-authorized payments with interest earned to date, and the balance on the utility account. This information can be taken into account by the Solicitor or Notary when making the final adjustments in the sales transaction. Contact the City of Quesnel for more information at 250-992-2111.