



PRE-AUTHORIZED PAYMENT PLAN APPLICATION

The Town of Rimbey 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) 843-2113.

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.



**Town of Rimbey
4938 – 50 Avenue
P.O. Box 350
RIMBEY, Alberta
T0C 2J0
(403) 843-2113**

Pre-authorized Payment Plan Application

Please complete the Pre-Authorized Debit (PAD) Plan agreement and return to the Town of Rimbeby.

Service Agreement: I/we authorize the Town of Rimbeby, 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 payment 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 second last business day of each month for my/our utility bill, or on the 15th of each month for my/our tax installment payment. At the beginning of each month, the Town of Rimbeby will provide a utility bill evidencing the amount of each regular debit. In May and December of each year, the Town of Rimbeby will provide written notice of the amount of each regular debit for tax installment payments for the upcoming months. The Town of Rimbeby will obtain my/our authorization for any other one-time or sporadic debits.

This authority is to remain in effect until the Town of Rimbeby 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 on the other side of this form. 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.

The Town of Rimbeby 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 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.

CUSTOMER INFORMATION – PLEASE PRINT

Customer Name		
Mailing Address		
City or Town	Residence Phone	Business Phone
Utility Account #	Tax Installment Roll #	
Financial Institution (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	