



PRE-AUTHORIZED DEBIT (PAD) AGREEMENT FOR UTILITIES

1 CUSTOMER INFORMATION (Please Print Clearly)

Name: _____

Utility #: _____

Property Address: _____

Mailing Address: _____

Phone: _____ Fax: _____ Email: _____

2 BANK ACCOUNT INFORMATION YOU MUST INCLUDE A VOID CHEQUE WITH THIS PAD AGREEMENT

Branch Transit No. Financial Institution No. Chequing Account

Bank Account No. Savings Account

Name of Financial Institution: _____

Branch Address: _____

3 PRE-AUTHORIZED DEBIT (PAD) DETAILS

EFFECTIVE DATE: _____

You, the Payor, authorize the City of Castlegar to debit the bank account identified above for the amount and date specified on your utility invoiced mailed to you. Utility accounts are billed quarterly (every three months).

These services are for (check one)

Personal Use

Business Use

The PAD Agreement amount may be changed by the Payor or Payee by written notification. You, the Payor, may revoke your authorization at any time in writing, subject to providing notice of at least 15 days before the next scheduled payment. See reverse for details. For more information on your right to cancel a PAD Agreement, contact your financial institution or visit www.cdnpay.ca.

Signature of Account Holder

Signature of Joint Account Holder (if applicable)

Name (Please Print)

Name (Please Print)

Date

Date

You have certain recourse rights if any debit does not comply with this agreement. For example, you have the right to receive reimbursement for any PAD that is not authorized or is not consistent with this PAD Agreement. To obtain more information on your recourse rights, contact your financial institution or visit www.cdnpay.ca.

Mail Your Completed Form, With Your Void Cheque To:

For Further Information, Please Contact Us At:

CITY OF CASTLEGAR
FINANCE DEPARTMENT
460 COLUMBIA AVE
CASTLEGAR BC V1N 1G7

Phone: 250.365.7227
Fax: 250.365.4810
Email: finance@castlegar.ca

PRE-AUTHORIZED DEBIT (PAD) FOR UTILITIES

- A quarterly payment program that withdraws your balance each invoice for the amount and on the specified date of your bill.
- To start preauthorized payments, your utility account must be at zero or in a credit balance.
- The City of Castlegar may cancel your automatic withdrawals if two (2) consecutive payments are returned by your financial institution. All outstanding utilities become due and payable and are subject to penalties.
- To cancel your preauthorized payment, fifteen (15) day's written notice to the City of Castlegar are required before your next scheduled payment. You can find cancellation forms at city hall.
- The customer will notify the City of Castlegar of any changes to the customer's financial institution account information.
- When selling your property – The registered owner or their lawyer **MUST** terminate the utility PAD, at least 15 working days before the due date, by providing written authorization to the City of Castlegar Finance Department. ****The sale of the property does not automatically stop this program**.**
- For joint accounts, all depositors must sign if more than one signature is required on the cheques against the account.