

## Pre-Authorized Debit Agreement

### Payor Financial Institution Information

Payor Name:			
Payor Address: (Civic Address and PO Box #)			Email Address
Town	Province	Postal Code	Phone Number
Name of Financial Institution			
Transit Number		Institution Number	Account Number
Branch Location (Street Address, PO Box)			
City/Town	Province	Postal Code	Country

### Payee Information

Payee Name <b>Town of Outlook</b>			
Payee Address (Street Address, PO Box) <b>400 Saskatchewan Avenue West Box 518</b>			
Town <b>Outlook</b>	Province <b>SK</b>	Postal Code <b>S0L 2N0</b>	Country <b>Canada</b>
Business Telephone <b>1(306)867-8663</b>	Fax <b>1(306)867-9898</b>	Email <b>townofoutlook@sasktel.net</b>	

Frequency of Payments will be monthly (on or about the 5<sup>th</sup> and/or 25<sup>th</sup> business day of the month)

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Monthly on the 5<sup>th</sup> of the month

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Monthly on the 25<sup>th</sup> of the month

Acceptance by: Town of Outlook Representative:

## **Utility and Tax Billing Pre-Authorized Debit Terms & Conditions**

By enrolling in the Utility Billing Pre-Authorized Payment Plan you authorize the Town of Outlook to automatically withdraw deductions from your financial institution to allocate funds to your utility or Tax accounts.

***Pre-Authorized Payment Plan*** – The amount of the bill is automatically withdrawn on the 3rd of each month. You will continue to receive a copy of your bill for your records.

***Missed payments*** – If funds are not available when payment is to be withdrawn, You will receive written notification of the bank returned item and a request to pay the amount. After two (2) such dishonored payments, you will be removed from the Plan and at that time we will request full payment of your total outstanding utility bill plus any penalties.

***If you change banking information*** – You must notify the Town of Outlook in writing and provide a “void” cheque or pre-authorized payment form showing the new account number. To ensure your withdrawal is taken from the new account, we must receive your new banking information two (2) weeks before the next payment is due.

***To terminate*** – To terminate from the Plan, you must notify the Town of Outlook two (2) weeks prior to the next payment.

***If you move*** – Pre-Authorized Payment Plan is not automatically transferred. If you wish to have Pre-Authorized Payment Plan on your new account, you must notify us immediately.

***To apply*** – Fill in and return the attached form. A void cheque must be attached to the application. (Write VOID in ink in large letters across the face of the cheque.)

If you do not have a chequing account, see your financial institution for a pre-authorized payment form. The water account must be current to qualify for this program.