

**COMMERCIAL WATER, SEWER, & REFUSE UTILITY
PRE-AUTHORIZED PAYMENT PLAN APPLICATION**

The City of New Westminster allows residents to pay their Commercial Water, Sewer, and Refuse Utility charges automatically through pre-authorized withdrawals from their bank account per the billing due date. Pre-Authorized Payment (PAP) plan is available to all types of properties.

ACCOUNT HOLDER INFORMATION	
Account Holder Name:	Date:
Property Owner: <input type="checkbox"/> Yes <input type="checkbox"/> No	Account Number:
Service Address:	
Mailing Address:	
Email:	Telephone:
Cell:	Other Phone:

PAP PLAN DETAILS		
<input type="checkbox"/> New Application	<input type="checkbox"/> Update Banking Information	<input type="checkbox"/> Cancel PAP as of:

FINANCIAL INSTITUTION DETAILS		
Financial Institution Name:		
Branch Address:		
Branch Transit No.	Financial Institution No.	Account No.

'Please attach Banking Information to the PAP Application Form'

AUTHORIZATION	
I/We, the undersigned, have read and agree to the Terms and Conditions on the reverse page of the Pre-Authorized Payment Plan (PAP) application and hereby authorize the City of New Westminster to make PAP withdrawals from my/our bank account for payment of Electrical Utility per the billing due date respectively.	
Account Holder Signature:	Date:
Joint Account Holder Signature (If Applicable):	Date:

This information is collected by the City of New Westminster under 26 (c) of the Freedom of Information and Protection of Privacy Act and will be used to update all your financial accounts held with the City of New Westminster. Should you have any questions about the collection of this personal information please contact Manager, Collection Services, 511 Royal Ave, 604-527-4646.

TERMS AND CONDITIONS

- 1: PAP withdrawals will be made per the billing due date, in the amount necessary to pay the full balance.
- 2: Residents must notify the City 10 days prior to the next withdrawal for any changes to the PAP. Forms are available online at <https://www.newwestcity.ca/services/online-forms/articles/4960.php>
- 3: PAP withdrawals may be cancelled with 10 days written notice.
- 4: Credits remain with the account. If the property is sold, credits must be adjusted between the vendor and purchaser. Any withdrawals made prior to the 10 day notification deadline will not be refunded.**
- 5: A service charge will be applied to your account for dishonored payments.
- 6: Two consecutive dishonored payments will result in cancellation of the PAP plan.
- 7: Accounts with arrears balances are subject to 'Transfer to Property Taxes' as outlined in the Community Charter and/or bylaw authorized thereunder.