

**CORPORATION OF THE CITY OF NEW WESTMINSTER
PRE-AUTHORIZATION PAYMENT PLAN
ELECTRIC UTILITY**

HOW THE PLAN WORKS (Terms and Conditions)

1. You are eligible to enroll in the plan if your Electrical account has been paid in full.
2. By enrolling in this plan you enjoy the convenience of paying your Electric Utility charges by automatic withdrawal from your account at any financial institution.
3. The Pre-authorized payment will be withdrawn on your billing due date, in the amount necessary to pay the full amount of your electric utility account.
4. Your financial institution will treat each debit as if you had personally issued a cheque, and need not verify that payments are drawn in accordance with this authorization.
5. You must notify the City in writing of any changes in the account information or termination of this authorization, at least **21 days prior** to the next withdrawal date.
6. Termination of this authorization does not affect your obligation to pay the account balance when due.
7. You warrant that all persons whose signatures are required to complete this authorization have signed it, and the City relies on the representation made in this authorization that your bank account is in good standing, while this authorization is in effect, with sufficient funds to cover the pre-authorization amounts as they become due. Payments returned by your bank will be subject to a Returned Cheque Charge. Two consecutive returned items may result in immediate cancellation of the Plan by the City.
8. By signing this authorization form you confirm that you have read and understand and agree to these terms.
9. If you have any questions please call the Utilities Department at City Hall, (604) 527-4555.

Please complete the application form below and return to the City of New Westminister with one of your personal cheques, unsigned and marked VOID (for account verification purpose).

(Please detach here and retain the top section for your records)



I/WE

Customer Name: _____
Property Address: _____
Mailing Address: _____
Account Number: _____ (seven digit account number)

Authorize the Debit of My/Our Bank Account as follows:

Financial Institution:
Name: _____
Branch Address: _____
Account Number: _____

I/We have read and understood the terms and conditions of this authorization, noted above.

Signature(s): _____ Date: _____
Signature(s): _____ Date: _____

For Joint Bank Accounts all authorized persons must sign if more than one signature is required on cheques issued against the account.

Telephone: _____

Please Mail to: City of New Westminister
Electric Utility Department
511 Royal Avenue, New Westminister, BC V3L 1H9
Phone: (604) 527-4555
Fax: (604) 521-3895