

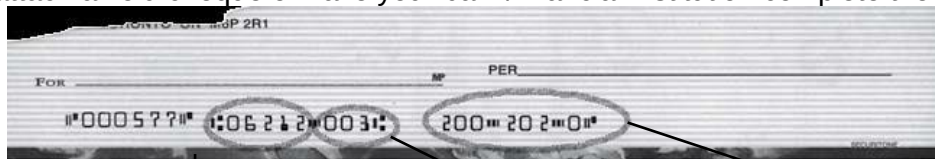
Pre- Authorized Tax/Utility Payment

Applicant Information

Instalment Plan: ☐ 15th of the Month (Taxes) ☐ End of Month (Taxes) ☐ Utility Due Date		
Property Tax:	Balance: _____	Amount Due Today: _____
20__ Tax Levy: _____		Monthly Amount: _____
Total: _____		Beginning Month: _____
Assessment Roll Number (6 digits):		Utility Account: (7 digits):
Property Address:		Possession Date:
Property Owner/Tenant Name(s):		
Signature*:		Email Address:
<i>* By signing this form you agree to the terms and conditions listed on page 2. Please review, print, sign and return your application form.</i>		
Date (MM/DD/YY):		Date (MM/DD/YY)
Telephone (Day):		Telephone (Day):

Financial Institution Information

Please attach a void cheque or have your bank/financial institution complete the following.



Financial Institution (FI) Transit Number:	FI Number:	Account Number:
FI Name:		
FI Address:		



Pre- Authorized Tax/Utility Payment

Conditions

I/We authorize the Town of Athabasca (hereinafter referred to as the "Town") and the financial institution designated, or any other financial institution that I/we may authorize from time to time, to initiate withdrawals according to the payment plan selected on this application, including the Tax Installment Payment Plan, Utility Pre-Authorized Payment Plan (15th of the Month, End of Month, or Utility Due Date).

I/We understand that I/we may cancel this Pre-Authorized Tax and/or Utility Payment Agreement by providing the Town with a signed written notice at least 10 days before the next scheduled withdrawal. The notice must be sent to the Town at the address indicated on this form.

I/We understand that if a Utility Levy remains unpaid for more than 14 days after the due date, the outstanding balance, together with a \$50.00 administration fee, will be transferred to the Tax Roll in accordance with Utility Bylaw 001-2019. I/We agree that all additional charges and applicable penalties transferred to the Tax Roll must be paid within one month of the transfer. I/We further acknowledge that these transferred amounts cannot be paid through the regular pre-authorized withdrawal. I/We understand that utility charges may only be transferred to the Tax Roll twice within a tax year. A third transfer in the same tax year will result in the immediate termination of the Tax Installment Payment Plan. At that time, the outstanding balance will become immediately due and payable and will be subject to all applicable penalties.

I/We understand that if more than two withdrawals are returned (including NSF payments) during the current Utility Billing or Tax year, participation in the applicable Utility Pre-Authorized Payment Plan or Tax Installment Payment Plan will be terminated. The account will be subject to the applicable penalties set out in Utility Bylaw 001-2019 and Tax Penalty Bylaw 05-16, respectively. I/We also understand that each returned withdrawal or NSF payment is subject to a \$40.00 service charge.

I/We understand that all taxes must be in good standing to qualify for participation in the Tax Installment Payment Plan.

Important Information

- ❖ In the event of a sale of the above noted property, it is your responsibility to immediately notify the Taxation or Utility Department at the Town of Athabasca to arrange for cancellation.
- ❖ The application date will be the date received if not completed.
- ❖ Financial institution/banking information is not printed on the bills.
- ❖ Credit cards cannot be used for pre-authorized payments.
- ❖ The payment plan is not transferable to another account.
- ❖ You must complete, sign and return this full form to register. Incomplete forms will be returned.

Submit Applications and Documents

Mail: Town of Athabasca
4705 – 49th Avenue
Athabasca, AB T9S 1B7
Email: town@athabasca.ca

Fax: 780-675-4242
(Sending personal information by fax is not a secure means of transmission)

The personal information requested on this form is being collected by the Town of Athabasca under the authority of section 4(c) of the Protection of Privacy Act (Alberta). The information will be used for the purpose of administering the program or service to which this form relates.

If you have any questions about the collection of this information, please contact the Town of Athabasca Privacy Officer at 4705 – 49 Avenue, Athabasca, AB T9S 1B7, 780-675-2063.