



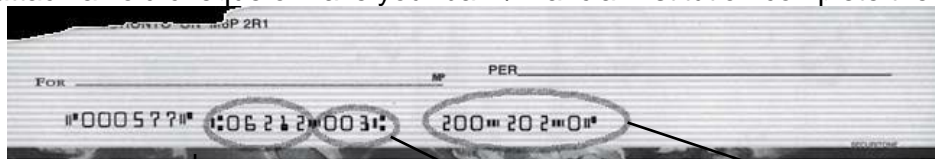
# Pre- Authorized Tax/Utility Payment

## 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 (herein referred to as the "Town") and the financial institution designated (or any other financial institution I/we may authorize at any time) to begin deductions as to the type of plan selected on this application (namely Tax Installment Payment Plan, 15<sup>th</sup> of the Month, End of Month, Utility Pre-Authorized Payment Plan and/or Utility Due Date.

I/we understand that I/we may cancel my/our Pre-Authorized Tax/Utility Payment agreement by providing a signed written notice to the Town at least 10 days before the next debit is scheduled and the notice must be sent to the Town address indicated on this form.

I/we hereby agree(s) that any and all additional charges and related penalties that may be transferred to taxes will be paid within one month of transfer and acknowledge that this payment cannot be paid in the same method as the regular electronic withdrawal. Any transfers made to the taxes can only occur twice in a tax year, the third transfer in the same tax year will be cause for immediate removal from the Tax Installment Payment Plan and are due and payable at that time, and will be subject to Penalties. I/we understand that all NSF charges are subject to a \$40.00 Service charge.

I/we under that if there is more than two withdrawal returns in the current Utility Billing/Tax year, it will result in the termination from the Utility Pre-Authorized Payment Plan or the Tax Installment Payment Plan and are subject to Penalties as per bylaw 001-2019 and Bylaw 05-16 respectively.

I/we understand the Utility Levy is still unpaid after 10 days the outstanding balance plus a \$50.00 Administration Fee shall be transferred to the Tax Roll, as per Utility Bylaw 001-2019.

To obtain a form for a reimbursement Claim or for more information on your recourse of rights, you may contact your financial institution or by visiting [www.cdnpay.ca](http://www.cdnpay.ca), the Canadian Payments Association website.

I/we understand that all taxes must be in good standing to qualify.

## 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 – 49<sup>th</sup> Avenue  
Athabasca, AB T9S 1B7  
Email: [town@athabasca.ca](mailto: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 Municipal Operations as required by the Town of Athabasca, under the authority of the Freedom and Protection of Privacy Act FOIP Act Section 33(c).*

*If you have any questions about the collection or use of your personal information, contact the Town of Athabasca FOIP Coordinator at 780-675-2063.*