

FORM

Utility Pre-Authorized (Monthly) Payment Plan



YOU DO NOT NEED TO REAPPLY EACH YEAR UNLESS YOUR INFORMATION HAS CHANGED.

TERMS AND CONDITIONS

1. Utility Fees for the **prior year must be paid in full** before joining the plan.
2. Utility Payments will begin September 10th to prepay for the upcoming billing year.
3. The final payment on August 10th will be the remaining balance outstanding.
 - If the final payment has been returned to the Town of Osoyoos as NSF, it is the homeowner's responsibility to pay the balance before the due date to avoid a penalty.
4. The monthly prepayment is an **ESTIMATE** only, and not a warranty or guarantee of the amount of utilities which may be levied.
 - The estimate is based on your last year's utility billing with a 5% increase.
5. It is the owner's responsibility to ensure funds are available for all payments.
6. The current charge of \$20.00 for dishonored payments will apply.
7. Simple interest will be paid on your prepayments at the quarterly rate set by the Province.
8. Once your prepayment has been calculated, you will be sent a copy of the calculated amount.
 - Deductions from your bank account will be made once a month, on or after the tenth (10th) of each month.
9. Pre-Authorized payment is a service provided by the Town of Osoyoos free of charge, however, your bank may charge you depending on the type of account you have.
10. Payments attached to your utility billing account will remain attached to the account and cannot be withdrawn.
 - If you sell your property your lawyer must determine the amount of money prepaid and credit you accordingly in the sale documents.
11. Payments cannot be stopped and started during the year. If you wish to cancel your pre-authorized payments and/or if you sell your property, written notice of cancellation or a signed payment plan form requesting cancellation is required by the last day of the month or prior to the date of the sale.

When the form is complete, Email, Mail or Fax to: **Town of Osoyoos**
Box 3010, 8707 Main Street
Osoyoos BC V0H 1V0
Fax: 250.495.2400
Email: info@osoyoos.ca

WHEN YOU RECEIVE YOUR ANNUAL UTILITY NOTICE

Please confirm the total amount against prepayments. Balances outstanding will be deducted in full from the bank account provided on August 10th to complete the billing cycle.

If your account is in a credit balance, there will be no payment deducted in August and that credit will be taken into account for the upcoming years prepayment calculation.

FORM

Utility Pre-Authorized (Monthly) Payment Plan



YOU DO NOT NEED TO REAPPLY EACH YEAR UNLESS INFORMATION BELOW HAS CHANGED.

Name _____

Mailing Address _____

City, Province, Postal Code _____

Daytime Phone Number _____

Email Address _____

Utility Account Number

Civic Property Address

FINANCIAL INSTITUTION INFORMATION

Please include a void cheque or EFT direct deposit form from the bank that you would like the withdrawals to come from and include with the completed form.

- *I hereby authorize the Town of Osoyoos and the financial institution designated to debit my/our account each month on or after the 10th for prepayments of utilities until I advise otherwise.*
- *For a joint account, all depositors must sign if more than one signature is required on cheques issued against the account.*

I/WE HAVE READ AND UNDERSTAND THE TERMS OF THIS PRE AUTHORIZED PAYMENT PLAN

Signature of Account Holder

Signature of Account Holder

Date

Date

I/WE WISH TO CANCEL THIS PRE AUTHORIZED PAYMENT PLAN

Signature of Account Holder

Signature of Account Holder

Date

Date

FOR TOWN USE ONLY

Date Effective _____

Calculated Monthly Payment _____

Collector _____