



City of Lacombe P: 403-782-6666
5432 – 56 Avenue F: 403-782-5655
Lacombe, AB T4L 1E9 E: Utilities@lacombe.ca

Application Form for Pre-Authorized Utility Withdrawal Program

Personal Pre-Authorized Debit Agreement

INTERNAL USE ONLY - UTILITY ACCOUNT #:

OWNER INFORMATION

Owner Name(s): _____
First Name *Last Name*

Service Address: _____ Lacombe, AB Postal Code: _____
Unit #, Street #, Street

Mailing Address: Same as above or: _____
Unit #, Street #, Street, City, Province, Postal Code

Payment Type: Personal, or Business *(Choose only one)*

Phone Number: _____ Alternative Number: _____

Email: _____

BANKING INFORMATION

Attach cheque marked "VOID" here

OR

Attach form completed by your financial institution

Read and Sign Page 2

INTERNAL USE ONLY - PAYMENT INFORMATION

Initial Payment required to clear account: \$ _____

Start date (month) _____

Date Received: _____ Received By (initials): _____

Date Processed: _____ Processed By (initials): _____

Copy of this Application given to Owner In Person By Mail By Email

FOIP Notification Statement

The personal information that you provide to the City of Lacombe is collected under the authority of the Alberta Freedom of Information and Protection of Privacy (FOIP) Act – Section 33(c). The information will be used for the purpose of managing and administering Utility Account Services. Collected personal information is protected from unauthorized access, collection, use, and disclosure in accordance with the FOIP Act, and can be reviewed and corrected upon request. Questions regarding the collection of personal information can be directed to: FOIP Coordinator, City of Lacombe, 5432-56 Ave, Lacombe, AB T4L 1E9, Tel. 403-782-6666 or foip@lacombe.ca.



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TERMS AND CONDITIONS

1. The current utility levy and any arrears must be paid in full prior to being eligible in the Pre-Authorized Withdrawal Plan.
2. The plan continues each year unless cancelled by written notification. Owners do not need to enroll each year.
3. Payments are withdrawn from the Owner's bank account on the due date listed on the applicable City of Lacombe Utility bill.
4. Any payments withdrawn from the account that are dishonored by the Owner's financial Institution by reason of non-sufficient funds, stop payment, account closure, etc., may result in termination of the plan without prior notice. Utility accounts will also be subject to the City of Lacombe NSF Fee and all outstanding amounts become due, payable and subject to penalties.
5. The Owner is responsible to advise the City, in writing, not less than 14 days prior to the next due date, of any changes required in that month {i.e. Owner information, account information, sale of the above noted property, cancellation of plan). In the event that the plan is cancelled, all outstanding amounts become immediately due and payable and subject to penalties.
 - a. Any tenant enrolled in the Pre-Authorized Utility Withdrawal on a Property Owners account that is not their own must notify the City, in writing at least 10 days prior of their lease termination date. Failure to provide notification will result in continued withdrawals from the tenant's bank account.
6. It is the responsibility of the Owner to monitor payments withdrawn from their bank account and to contact the City in the event of a discrepancy.
7. Nothing in this Pre-Authorized Withdrawal Form shall be interpreted to relieve the Owner from the obligation to pay any utility charges, including penalties, owing to the City of Lacombe in accordance with the bylaws established by the City of Lacombe.
8. The City of Lacombe reserves the right to amend the Terms and Conditions set out in this form by giving no less than thirty days written notice.

AUTHORIZATION

I have read and understand the terms and conditions of the Pre-Authorized Utility Withdrawal Program as stated above. I acknowledge that the information provided on this form is complete and correct.

I authorize the City of Lacombe and its Financial Institutions to debit the above referenced account for my Utility Account payment in the actual amount shown on the utility bill issued by the City of Lacombe. The amount will be withdrawn on the due date listed on the Utility bill and will continue for each billing period until either party cancels this agreement.

This authorization may be cancelled at any time by the Owner or the City of Lacombe, and all outstanding amounts become due and payable and subject to penalties.

Signature

Date

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