

Town of Three Hills Utility Payment Plan Form



Payment Plan Setup

Name	Street Address	
Phone No	Email	

I hereby make application to pay my utilities by pre-authorized payment. I understand that the amount will vary month to month depending on my water consumption. The amount will be debited from my bank account on the due date which is stated on the Utility Invoice that I will receive each month (which should be received at least 10 days prior to the due date). If I have any disputes with the amount of the bill, I will contact the Town Office at least 5 days prior to the due date to ensure that the correct amount is debited from my account.

I understand that if more than one payment is rejected the Pre-Authorized Payment option may be revoked.

The Direct Debit will continue from month to month unless I notify the Town Office in writing to cease. You are responsible to advise the Town by the 20th of the month prior.

I have attached a VOID cheque or PREAUTHORIZED DEBIT FORM from my financial institution to this application which indicates the correct financial institution and account number from which the funds are to be withdrawn.

Payment Plan Cancellation

Initial Here	I hereby request to be removed from the utility payment plan. I understand that any balance on the account(s) will be subject to penalties as per the Municipal Government Act and the Town of Three Hills Master Rates and Fees Bylaw. Requests must be made by the 20 th day of the month prior to allow for processing.
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Signature of Applicant	Date
<p><i>This information is being collected for the administration and processing of pre-authorized payments through the Town's financial institution in accordance with the Municipal Government Act and s.33(c) of the Freedom of Information and Protection of Privacy Act. All personal information will be managed in compliance with the provisions of the FOIP Act. Questions about the collection of this information can be directed to the Chief Administrative Officer at (403) 443-5822.</i></p>	

This form can returned to utilities@threehills.ca or at the Town Office at 232 Main Street, Three Hills.

Office Use Only		
Received by	Account No	Customer ID
Date Received	First Payment Date	Final Payment Date