



Pre-Authorization Utility Form

Authorization - New/Change - Complete Part A
 Cancel - Complete Part B

PART A: AUTHORIZATION TO DEBIT A FINANCIAL INSTITUTION FOR UTILITY PAYMENTS

For verification purposes, please attach one of your personal cheques marked "VOID"

Account Holder (Name): _____

Utility Account # _____ Phone #: _____

Civic Address: _____

Name of Institution: _____

Branch Address: _____

City/Province: _____

ACCOUNT #															
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Transit #						-				
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Date of First Transfer/Change: _____

Amount \$ Amount Outstanding

*Amount may increase/decrease depending on consumption.

Frequency - 5th of the month the bill is due (i.e. 5th of February, May, August, and November)

AUTHORIZATION FOR PART A

I understand and agree that I will be responsible for any costs which may be incurred to cancel, recall or stop payment on this Pre-Authorized Debit. As well, any charges that result from not stopping this Transfer will be my expense. This authority remains in effect until either party terminates this agreement with 10 days written notice.

SIGNATURE: _____ DATE: _____

PART B: AUTHORIZATION TO CANCEL

Next Due Date: _____ Cancel:

Before After

Amount: _____ Reason: _____

SIGNATURE: _____ DATE: _____



Pre-Authorized Payment Terms and Conditions

What is pre-authorized payment?

Pre-authorized payment means paying your water bills or property tax bills automatically from your bank account.

Do I have to pay for this service?

There is no fee to enroll. However, if your bank returns your automatic payment unpaid, we will charge an administration fee (NSF) of \$40.00.

How do I apply?

You need to fill out an application form and attach a personal cheque that has "VOID " written across the front. The cheque should be for the account that you want debited for the pre-authorized payment.

When will my account be debited?

For property taxes all pre-authorized payments will be debited from your account on the 5th of every month. Water bill payments will come out on a quarterly basis on the 5th of the month the bill is due.

Will I still get my water or tax bill?

Yes, you will still receive your bill, however, please note:

Water Bills Your water bill will indicate "Do Not Pay!!! This Invoice paid by Pre-Authorized Payment". Please check each bill for any unusual increase in the amount you owe, which could be the result of a leak.

Tax Bills Pre-authorized payments will be set up for an automatic withdrawal of monthly installments. Your tax bill will indicate "The taxes shown here are being paid by pre-authorized debit".

It is the responsibility of the property owner to verify the amount is being withdrawn from their account each year is sufficient when they receive their current tax bill. It is also the responsibility of the property owner to verify that all taxes and penalties have been paid by the due date of the current tax year.

Can pre-authorized payments be stopped?

Yes, you can cancel pre-authorized payments. You must come into the civic office at: 200 Eaton Ave. Selkirk, MB and sign the original application form to have the pre-authorization discontinued not less than 5 business days prior to the payment withdrawal date. Any costs associated with a stop payment, cancellation, nsf or recall will be the responsibility of the account holder.

Please note that should you move or sell your property, the City of Selkirk will have the authority to cancel your pre-authorized payments for utilities and/or taxes.

Where can I get more information?

You can come in: City of Selkirk
200 Eaton Avenue
Selkirk, MB
R1A 0W6

Or you can call: 785 – 4904 (Finance Support Clerk)
785 – 4902 (Property Tax Clerk)
785 – 4903 (Utility Clerk)