



Utility Billing Direct Debit application

Applicant Information:

Customer Name: _____
For a joint account, include all names

Utility Account #: _____
First 7 digits only

Service Address: _____

Mailing Address: _____

Home Phone #: _____ **Cell Phone #:** _____

Work Phone #: _____ **Email:** _____

Effective Date of New Banking Information: _____
(YYYY-MMM-DD)

You Must Provide ONE of the Following:

Void Cheque Attached **or** Bank-issued pre-authorized payment form attached

Consent for Pre-Authorized Payment

- I hereby acknowledge that I have read the terms and conditions and state that the information contained herein is correct.
- By enrolling in the Utility Billing Direct Debit Plan I authorize the Village of Buena Vista to automatically withdraw monthly deductions from my financial institution to pay for my utility bill.
- If my account is not paid in full at the time this application is processed, the balance owing will automatically be debited from my bank account.

Account holders (printed)

Signed: _____

Date (YYYY-MM-DD)

Account holder/s (signature)

OFFICE USE ONLY

Initials _____

Mail to: Village of Buena Vista
1050 Grand Ave
Buena Vista, SK, S2V 1A3
Email: buonavista@sastkel.net

Terms and Conditions

Direct Debit Plan – By enrolling in the Utility Billing Direct Debit Plan you authorize the Village of Buena Vista to automatically withdraw monthly deductions from your financial institution to pay for your utility bill. You will continue to receive your bill for your records. The full amount of the bill is automatically withdrawn within 15 days after the bill is issued (the date shown at the top of the bill).

To apply – Fill in and return the attached form. A void cheque must be attached to the application. (Write VOID in ink in large letters across the face of the cheque.) If you do not have a chequing account, see your financial institution for a preauthorized payment form. *Note:* If your account is not paid in full at the time your application is processed, your balance owing will automatically be debited from your bank account. Interest charges may apply.

Missed payments – If funds are not available when payment is to be withdrawn, your financial institution will try again within the next seven (7) business days. If funds are still not available, the Village of Buena Vista will apply a Bank Service Charge to your utility account. You will receive written notification of the bank returned item and a request to pay the amount. If you miss a payment, the Village has the option to remove you from the Direct Debit Plan and request full payment of your total outstanding utility bill plus any penalties.

If you change banking information – You must notify the Village of Buena Vista in writing and provide a void cheque or preauthorized payment form showing the new account number. To ensure your withdrawal is taken from the new account, we must receive your new banking information a minimum of one week before the next payment is due.

To terminate – To terminate from the Direct Debit, you must notify the office a minimum of one (1) week prior to the next payment.

If you move – Direct Debit is not automatically transferred – if you wish to have Direct Debit on a new account within the Village, you must notify us. If you are moving elsewhere your account will be settled-up and any credit or debit at this time will be reflected on your final bill.

For more information or questions about your Utility account, call 306 729 4385. You have certain recourse rights if any debit does not comply with this agreement. For example, you have the right to receive reimbursement for any debit that is not authorized or is not consistent with this Pre-Authorized Debit Agreement. To obtain more information on your recourse rights, visit www.payment.ca