

**TOWN OF SIDNEY**  
**Utility Billing Pre-Authorized Payment Authorization Form**

Start date: Q1 / Q2 / Q3 / Q4 (circle one) Phone: \_\_\_\_\_ Utility Customer #: \_\_\_\_\_ Folio/ Roll: \_\_\_\_\_

Civic Address: \_\_\_\_\_

Registered Owner(s): \_\_\_\_\_

I/We hereby authorize (Name of Financial Institution) \_\_\_\_\_

Branch address: \_\_\_\_\_ Bank Account number: \_\_\_\_\_

To debit my/our account as indicated above, the balance owing on the above noted Utility Billing account as of the quarterly due date. All payments are to be made to the Town of Sidney. *My/ our void cheque (or stamped confirmation from financial institution) is attached.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Co-Signature: \_\_\_\_\_ Date: \_\_\_\_\_

These services are for (*check one*) \_\_\_\_\_ personal \_\_\_\_\_ business use.

➡ I/We have certain recourse rights if any debit does not comply with this agreement. For example, I/We have the right to receive reimbursement for any debit that is not authorized or is not consistent with this PAD agreement. To obtain more information on my/our recourse rights, I/We may contact my/our financial institution or visit [www.cdnpay.ca](http://www.cdnpay.ca).

➡ This authority is to remain in effect until the Town of Sidney has received written notification from me/us of its change or termination. This notification must be received at least ten (10) business days before the next debit is scheduled at the address provided below. I/We may obtain a sample cancellation form, or more information on my/our right to cancel at my/our financial institution or by visiting [www.cdnpay.ca](http://www.cdnpay.ca). ***It is my responsibility as the registered owner to cancel this plan if I move or sell my property.*** Initial: \_\_\_\_\_

TOWN OF SIDNEY 2440 SIDNEY AVE SIDNEY BC V8L 1Y7 250-656-1184 [www.sidney.ca](http://www.sidney.ca)

**Common Questions and Answers**

***What is the Utility Billing Pre-Authorized Payment Plan?***

This voluntary program authorizes the Town of Sidney to automatically withdraw your utility account balance from your bank account on each billing due date (approximately every three months). Residents enter into the program by providing bank account information via a void cheque and signing the utility billing pre-authorized payment form.

***Who is eligible? When can I sign up? Am I eligible if my account is in arrears?***

Any **property owner** is eligible to sign up three weeks before any bill date (April 1st, July 1st, October 1st or January 1st) to begin having payments withdrawn automatically. **This service is not available for tenants.** The first payment deducted will include any outstanding arrears from prior utility bills.

***Will I still receive bills? How will I know that my bill amount will be withdrawn automatically after I sign up?***

You will still receive your utility bill as usual; however, your bill will have a message saying "Amount to be withdrawn" and the Amount Paid box will be populated with XXXXXX. The amount owing will then be deducted from your account on the billing due date indicated on the bill.

***What if I don't have enough money in my bank account on the withdrawal date?***

The Town currently charges a fee for each returned payment. The Utility Pre-Authorized Payment Plan applies the same penalty. If an account has two consecutive NSF charges, the account will be removed from the Utility Pre-Authorized Payment Plan.

***Can I cancel? How do I change my banking information?***

Yes, you can cancel or change your banking information at any time by giving ten (10) business days written notice to the Utility Billing Department.

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