

# TOWN OF SIDNEY

## Utility Billing Pre-Authorized Payment Authorization Form

Start date: (dd/mm/yy) \_\_\_\_/\_\_\_\_/\_\_\_\_ 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 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: \_\_\_\_\_

- ➡ For a joint account, all depositors must sign if more that one signature is required on cheques issued against the account.
- ➡ Your treatment of each payment shall be the same as if I/we have personally directed you to pay as indicated and charge the amount specified to the account of the above signed. The authorization may be cancelled any time upon three weeks written notice (original documents only- no facsimile allowed). Any delivery of this authorization to you constitutes delivery by the above signed.
- ➡ ***It is my responsibility as the registered owner to cancel this plan if I move or sell my property.*** Initial: \_\_\_\_\_

**Please remit completed application, along with a cheque marked “void” to:**

Town of Sidney – Utility Billing Department  
Utility Billing Pre-Authorized Payment Plan  
2440 Sidney Ave  
Sidney BC V8L 1Y7  
Phone: (250) 656-1184