



## APPLICATION FOR PRE-AUTHORIZED PAYMENT PLAN

Town of Smoky Lake offers you a simple, easy method of payment through our Pre-authorized Payment Plan that authorizes automatic monthly payments of your utility bill from your bank account.

### **How will you know what withdrawals are being made from your account?**

Under the Pre-authorized Plan, you will continue to receive a utility bill showing the amount that will be withdrawn from your bank account. The withdrawal will occur on the 28<sup>th</sup> day of every month or the following business day if the 28<sup>th</sup> falls on a weekend.

### **What if you move, change banks or decide to cancel the plan?**

If for any reason you need to change or cancel the Pre-authorized Payment Plan, simply send the Town Office a written request a minimum of five business days prior to the due date.

### **How do you apply the Pre-authorized Payment Plan?**

1. Complete and sign the application form below.
2. Return the completed form, along with a copy of a **VOID PERSONALIZED CHEQUE** clearly showing the bank account number to: [accountingclerk@smokylake.ca](mailto:accountingclerk@smokylake.ca), or via mail: P.O Box 460 Smoky Lake, AB. T0A 3C0 or in person: Smoky Lake Town Office at 56 Wheatland Ave, Smoky Lake, AB.

**Service Agreement:** I/we authorize Town of Smoky Lake to begin automatic withdrawals for payment of my/our Town monthly utility bill from the bank account number identified on the enclosed cheque. This authority is to remain in effect until there is notification of termination from the customer.

<b>CUSTOMER INFORMATION (PLEASE PRINT CLEARLY)</b>								
Customer Name:								
Mailing Address:					City/Town:			
Email Address:								
Residence Phone:					Business/Cell Phone:			
Utility Account Number (This information is located on the top portion of your bill)								
9	0	0						
<b>AUTHORIZATION</b>								
Authorized Signature:					Date Signed: _____ (DD-MM-YYYY)			
**Authorized Signature:					Date Signed: _____ (DD-MM-YYYY)			
<i>**For joint accounts where more than one signature is required on cheques, all required signatures must be provided.</i>								