



CITY OF SWIFT CURRENT

AUTHORIZATION FORM

PRE-AUTHORIZED PAYMENT PLAN FOR UTILITIES AND/OR TAXES

NEW
 CHANGES/TRANSFER
 CANCEL

 UTILITIES
 TAXES
 BOTH

 CYCLE

Reason for changes: _____
 (Moved, new banking info, etc.)

NAME: _____

ADDRESS: _____

ACCT # _____ PHONE #: _____

EMAIL: _____

ROLL # _____ START DATE: _____

20__ INSTALLMENT: _____ 20__ LEVY: _____

I/WE HEREBY AUTHORIZE MY/OUR FINANCIAL INSTITUTION AND/OR THE CITY TO DEBIT MY/OUR ACCOUNT AS NOTED ABOVE ON THE DUE DATE INDICATED ON THE CURRENT UTILITY BILL/TAX NOTIFICATION

Date: _____ Signature: _____

Date: _____ Signature: _____

*** For a Joint Account, All Depositors must sign*

**ATTACH VOID CHEQUE OR BANK AUTHORIZATION
FORM HERE**

PLEASE SEE OTHER SIDE FOR IMPORTANT INFORMATION

Date Entered: _____

PLEASE NOTE FOR UTILITIES:

- This authorization may be cancelled at any time upon written notice by you or by the City of Swift Current Utility Supervisor.
- Notify the Utility Department of changes to your banking information 10 days prior to the current charge due date.
- Pre-Authorized Payments will be drawn on Canadian dollar accounts only.
- In the event that the Authorization form is incomplete, inaccurate or unclear; you hereby authorize the Financial Institution to release your Account Number to the City of Swift Current.
- **ALL FINAL PAYMENTS WILL BE COVERED BY PRE-AUTHORIZED PAYMENTS.**

PLEASE NOTE FOR TAXES:

- Payments will be taken the 15th day of each month beginning as per start date indicated above.
- This authorization may be cancelled at any time upon written notice by me/us.
- Payments dishonored as N.S.F. are subject to a \$20.00 service charge.
- After two such dishonored payments, the plan may be cancelled by the Director of Finance of the City of Swift Current.
- After the next tax levy is determined, the remaining monthly payments will be adjusted, if required.
- No discounts will be granted nor penalties applied to tax accounts participating in the plan.
- All taxes must be paid in full by **Dec 31*** to be eligible for this plan.
- In the event of a sale of the above noted property, or a change in bank accounts, it is the **property owner's responsibility** to immediately notify the City of Swift Current and arrange for cancellation or transfer on the plan.

Fax completed forms to 306-778-2194
For Inquiries contact Customer Service @ 306-778-2731