

Utility Auto Debit Plan



Pay your utility charges through one automatic withdrawal on the due date!

- FREE service
- Pay on time and save!
- No administrative charges
- No more mailing cheques or waiting in line

The Utility Auto Debit Plan authorizes the City of Abbotsford to automatically withdraw your utility account balance, provided on the utility bill, on each due date from your bank account at any Canadian financial institution.

Plan Information

TO APPLY

Complete and submit the application form below along with a cheque marked "VOID" or a Direct Withdrawal Request (DWR) Form issued by your bank.

PAYMENT AMOUNT

The amount to be withdrawn will be the **balance owing** on your utility bill. The payment amount is based on your water consumption each period and will vary. It is your responsibility to ensure there are sufficient funds in the account on the due date. If your auto debit plan is active, the "AMOUNT TO BE WITHDRAWN" will be clearly marked on the bill. You may need to pay one more bill yourself, when you first apply to the program.

PAYMENT WITHDRAWAL DATES

This application will be applied to the next billing period. Check your next bill carefully. Your bill will show the amount to be withdrawn once you are set up on the plan. You may receive one more bill that you need to pay yourself before the plan is activated. Future payments will be debited directly from your bank account on the due date as indicated on your bill.

DISHONoured PAYMENTS

A service charge and late payment penalty will be applied to payments dishonoured by the bank. The City will cancel your enrollment in the Auto Debit Plan after two consecutive dishonoured withdrawals.

CHANGES AND CANCELLATION

The City must be notified in writing, at least one week prior to a payment date if you are selling the property, changing banking details or cancelling the plan. The account number stays with the property, not the owner.

Complete and return the form below with a "VOID" cheque or DWR form:

City of Abbotsford Property Tax and Utility Department
32315 South Fraser Way, Abbotsford, BC V2T 1W7

OR FAX TO: 604-853-8505

OR SCAN AND EMAIL TO: cash@abbotsford.ca

Retain this portion of the form for your records.

Application Form: city of Abbotsford Utility Auto Debit Plan

I am applying for the first time

I am a current participant, changing my banking information

Utility Account Number: _____

Name: _____
First / Last

Property Address: _____

Mailing Address (if different than property address): _____

Daytime Phone: _____ Email: _____ Date: _____

Auto Debit authorized by: (Print and Sign) _____
Not required if accepted electronically

Auto Debit authorized by: (Print and Sign) _____
Not required if accepted electronically

I/We have read and understand the terms and conditions on the next page and hereby authorize the City of Abbotsford to debit my/our bank account the balance owing on the above utility account on the due date. This authorization may be cancelled upon one week written notice prior to the due date. Remember to include a void cheque or DWR form from your bank with your application. Scanned document are accepted.

All required signatories on the account must sign.

I Agree

I agree that by filling in the name fields above and by checking the "I Agree" box on this application I am effectively signing my application.

NOTE: This form will be accepted for the NEXT billing period, please make a payment for the current charges. If the "AMOUNT TO BE WITHDRAWN" does not appear on your next bill your plan has not yet been activated and you have to pay the balance yourself.

Terms & Conditions: **City of Abbotsford Utility Auto Debit Plan**

1. The property owner understands that the Utility Auto Debit Plan is for the convenience of the property owner. The City of Abbotsford relies on the representation constituted by this authorization that the property owner's bank account shall be in good standing with sufficient funds to cover such pre-authorized debits as they become due and payable.
2. The property owner's pre-authorized debit shall be drawn and presented to their bank on each utility billing due date for the property shown on the reverse, to cover payment due on the property owner's utility account on such due date.
3. If any adjustments to the utility pre-authorized debit amount are necessary, these will only be made after reasonable notice has been given to the property owner.
4. This authorization may be terminated by the property owner upon one week written notice prior to the withdrawal date to the City of Abbotsford, or at any time by the City of Abbotsford. Upon such termination, any balance due thereafter shall be payable directly to the City of Abbotsford by the property owner.
5. A service charge fee and late penalty will be applied to the utility account for any payment not honoured by the property owner's financial institution. If two pre-authorized debits are not honoured by the property owner's financial institution, the enrolment of the property owner in the program will be cancelled by the City of Abbotsford.
6. Refunds are not available on the Utility Auto Debit Plan.
7. If your payment plan is cancelled or your financial institution does not honour your payment, any balance due thereafter shall be payable directly to the City of Abbotsford.

Please keep this portion of the form for your records and information.