



Application & Agreement Utility Pre-Authorized Payment

Utility Account #: _____ Service Address: _____

Type of Service: ☐ Personal ☐ Business

Name(s): _____ Phone Number: _____

Address: _____ Start Month: _____

Hamlet: _____ Telephone: _____

Financial Institution (FI): _____

FI Account Number: _____ FI Transit Number: _____
(Branch - 5 digits; FI - 3 digits)

ATTACH VOID CHEQUE OR AUTHORIZED BANK ACCOUNT INFORMATION

I hereby authorize Cypress County and its Financial Institution to debit the account on the attached "VOID" cheque for the balance of the utility account.

If a payment is returned for any reason, I will be removed from the Pre-Authorized Payment Program. A deposit may be required.

Date

Signature

Signature

Cypress County Utility Pre-Authorized Payments

Sign up to pay your utility pre-authorized

What is Pre-Authorized Payment (PAP)?

Pre-Authorized Payment (Electronic Funds Transfer) is a means of directly withdrawing funds from your bank account for the exact amount of your utility bill.

Who can use Pre-Authorized Payments?

All utility customers can take advantage of Pre-Authorized Payment.

Why use Pre-Authorized Payment?

This is a convenient and reliable method of ensuring that your bill is always paid on time. If you are on vacation or out of town, your payment will be made on time, avoiding late penalties.

What day will my payment be withdrawn from my bank account?

Your payment date will be the due date stated on your utility bill.

When can I apply for Pre-Authorized Payment?

You can apply for Pre-Authorized Payment at any time. The program runs every second month and continues until you ask us to remove you. .

Withdrawal or Cancellation

You may withdraw from utility pre-authorized payments by giving written notice not less than 2 weeks before the next payment date.

If any monthly payments are missed Cypress County has the option to cancel the utility pre-authorized payments agreement.

If you withdraw, or Cypress County cancels your utility pre-authorized payments agreement, all unpaid utilities become due and payable

and are subject to shut offs in accordance with utility bylaws. Any payments that are dishonoured by the bank are subject to a \$20.00 service charge, which will be applied to your account.

There is no cost for the service. Interest is not paid on any credit accumulated on your account and no accounts are shut off unless the "settle-up" month remains outstanding.

Once you are on utility pre-authorized payments you will be automatically renewed on the plan each year.

