



## UTILITY MONTHLY PRE-AUTHORIZED PAYMENT PROGRAM (PAP PROGRAM)

PLEASE PRINT:

### SECTION 1:

SERVICE ADDRESS	ACCOUNT NUMBER	POSTAL CODE
APPLICANT(S) NAME	DAYTIME PHONE	EVENING PHONE
APPLICANT(S) NAME	DAYTIME PHONE	EVENING PHONE
APPLICANTS MAILING ADDRESS (IF DIFFERENT THAN LOCATION ADDRESS)		
EMAIL ADDRESS		

### SECTION 2:

#### **YOUR UTILITY ACCOUNT BALANCE MUST BE AT ZERO BEFORE JOINING THIS PROGRAM.**

Please indicate the month in which you would like to start direct debit: Starting Month \_\_\_\_\_, 20\_\_\_\_

*Note: Application must be received **2 weeks prior** to your first scheduled payment. Account balance must be at zero when application is received. Payments are taken from bank account on the 25TH day of the month. Incomplete/Incorrectly filled forms will be promptly returned and will not be processed.*

### SECTION 3:

You must include **ONE** of the following:

Blank cheque marked VOID with the correct mailing address; OR

Pre-authorized payment form provided by your financial institution; OR

Authorization Signature(s) for those **currently on TIPPS wanting to use the SAME BANK ACCOUNT.**

SIGNATURE \_\_\_\_\_ PRINTED NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_ PRINTED NAME \_\_\_\_\_

#### **PLEASE READ THE FOLLOWING CAREFULLY:**

I/We the applicant realize that the amount to be debited from my/our bank account will vary from month to month.  
 I/We the applicant(s) authorize my/our above named financial institution to electronically debit my/our account for the full utility amount owing payable to The City of Warman on the 25TH day of each month as payment of the utilities for the above named property. The treatment of each payment shall be the same as if the undersigned had personally issued a cheque. I/We acknowledge the right of The City of Warman to cancel my/our participation in the payment plan if any debits are not honoured by the participant's financial institution. Unpaid utility bills as of the date of termination of participation in the plan are subject to penalties as per the Water Service Bylaw. I/We agree to provide **two weeks written notification** if I/we change bank information, sell the property, or wish to cancel participation in the plan for any reason.  
 I/we understand a \$20.00 fee will be added in cases where funds are not available on the day of withdrawal.

### SECTION 4:

Authorized signators of the above account **MUST SIGN** this application.

SIGNATURE	DATE
SIGNATURE	DATE



## UTILITY MONTHLY PRE-AUTHORIZED PAYMENT PROGRAM (PAP PROGRAM) INFORMATION

### What is the PAP Program?

By enrolling in the Utility Monthly Pre-Authorized Payment Program you authorize the City of Warman to automatically withdraw the **full amount of your utility bill** from your financial institution to pay for your utility bill. The **full amount of the bill** is automatically withdrawn on the 25th of each month. You will continue to receive bill copies for your records.

### Who can join the PAP Program?

You can join the PAP Program if:

- \* your current utility account is at a zero balance
- \* you have no arrears from a previous utility account
- \* you have banking privileges at your financial institution
- \* your completed application is received two (2) weeks prior to the withdrawal date

### How do I join the PAP Program?

To join, you must complete the Utility Monthly Pre-Authorized Payment Program form in full and return it to City Hall via mail, in person, or by email.

City of Warman Utility Dept.

107 Central St W

Box 340

Warman, SK S0K 4S0

E-mail to:

[utilitybilling@warman.ca](mailto:utilitybilling@warman.ca)

### NSF/Missed Payments

If funds are not available when the payment is withdrawn, the City of Warman will apply a Bank Fee of \$20.00 to your utility account. You will receive written notification of the bank returned item and be requested to pay the amount, including Bank Fee. Under no condition will the City continue to withdraw funds unless the invoice and fee are paid in full. After two (2) such dishonoured payments, you will be removed from the PAP Program. Penalties will be applied to accounts taken off the PAP Program that fall into arrears.

### Change of banking information

You must notify the City of Warman in writing and provide a completed ***Changes to Utility Monthly PAP Program Form***. To ensure the next payment is taken from the new account, the new information must be received no later than **two (2) weeks prior to the withdrawal date**.

### To terminate

To terminate from the PAP Plan, you must notify the City of Warman **two (2) weeks prior to the next payment** and complete the ***Changes to Utility Monthly PAP Program Form***.

### If you move

The PAP Plan is not automatically transferred or cancelled. If you wish to have the PAP Plan on your new Warman Utility account, you must notify the City **two (2) weeks prior to the next payment** and fill out the ***Changes to Utility Monthly PAP Program Form***.

### To apply

Fill in and return the Utility Monthly PAP Program Form in full. The water account balance must be at zero to commence the program. Incorrect/Incomplete forms will be promptly returned to the applicant and will not be processed.



