



**CITY OF CHESTERMERE
PRE-AUTHORIZED UTILITY PAYMENT PLAN APPLICATION**

The City of Chestermere offers you a simple, easy method of payment through our Pre-authorized Payment Plan. Skip standing in line, writing monthly cheques and paying for postage by using this convenient plan that authorizes automatic monthly deductions of your utility bill from your bank account. **This program is NOT compulsory and you may opt out of the pre-authorized payment plan at any time.**

How will you know what deductions are being made from your account?

Under the Pre-authorized Plan you will continue to receive a bill showing the amount that will be deducted from your bank account. The withdrawal from your bank account will be the 27th day of the month the bill is due or the following business day if the 27th falls on a weekend. If you have any questions about your billing, please call 403-207-7070. We can also be reached by email at utilities@chestermere.ca.

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, send the request in writing to the City and we will make the changes you need. Please inform us of these changes a minimum of five working days prior to the due date on your bill.

How do you apply the Pre-authorized Payment Plan?

1. Complete the form below.
2. Sign the application form.
3. Return the completed form, along with a copy of a void personalized cheque clearly showing the bank account number to be used to: utilities@chestermere.ca or at City Hall: 105 Marina Road, Chestermere, AB T1X 1V7.

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To join our Pre-authorized Payment Plan,
please complete and return this application with a void cheque

Service Agreement: I/we authorize the City of Chestermere to begin automatic withdrawals for payment of my/our monthly City 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.

PLEASE PRINT		CUSTOMER INFORMATION	
Customer Name:			
Mailing Address:		City/Town:	
Email Address:			
Residence Phone:		Business Phone:	

City of Chestermere utility account number (this information is located on the top portion of your bill):

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AUTHORIZATION	
Authorized Signature:	Date Signed (DDMMYYYY):
**Authorized Signature:	Date Signed (DDMMYYYY):
**For joint accounts where more than one signature is required on cheques, all required signatures must be provided.	

PLEASE ENSURE A VOID CHEQUE IS RETURNED WITH COMPLETED APPLICATION.