

## Pre-Authorized Payment Plan Application Form

The City of Chestermere, on behalf of 1538974 AB Ltd., offers you a simple, easy method of payment through our Pre-authorized Payment Plan.

This is a convenient service that helps you avoid standing in line, writing monthly cheques or paying for postage by authorizing automatic monthly payment of your utility bill from your bank account. This program is voluntary and you may opt out of the pre-authorized payment plan at any time.

Please complete this PAPP Agreement and **e-mail it back with a void cheque to [papp@chestermere.ca](mailto:papp@chestermere.ca)** to have your account(s) set up on automatic payment withdrawal.

### Authorization:

I/we authorize 1538974 Alberta Ltd to begin automatic withdrawals for payment of my/our monthly utility bill from the bank account number identified on the enclosed cheque. This authority is to remain in effect until either of the following:

- there is notification of termination from the customer or;
- the payment is made through a different payment option for two months in a row or;
- the payment is returned as NSF for two months in a row.

### Customer Information:

Customer Name (First, Last):

Are you a:                      Tenant                                      Owner

Utilities Account Number (located at the top of your bill):

Property Address (street):

City:

Province:

Postal Code:

Contact Phone number:

Contact Email:

Authorized signature(s):

Date:

**Banking Information:**

Financial institution name	Account number (7-12 digits)	Institution number (3 digits)	Branch number (5 digits)	
Address		city/town	Prov.	postal code

**Please save this form on your device, then email it along with a void cheque (.jpeg, .png, or .PDF can be accepted) to [papp@chestermere.ca](mailto:papp@chestermere.ca). If you cannot email your form and void cheque, you can mail them to the address below or drop them off via the secure drop box located at the front doors of City Hall: 105 Marina Road, Chestermere, AB T1X 1V7.**

*This personal information is being collected for activities related to applying for, tracking, and issuing a pre-authorized payment plan for utilities in the City of Chestermere on behalf of 1538974 AB Ltd., and as such is deemed to be an activity of the City of Chestermere. The personal information is collected under the authority of Section 33(1)c of the Freedom of Information and Protection of Privacy Act, and will be used only for the purpose identified. If you have any questions or concerns about the collection or use of information you may contact the FOIP Coordinator at 105 Marina Road, Chestermere, AB T1X 1V7 or call (403) 207-7050.*

**Please note: any and all personal of financial information sent to the City of Chestermere for a PAPP account will be deleted from our email servers promptly after the account has been created.**