



Town of Elk Point offers you a simple, easy method of payment through our **Pre-authorized Payment Plan** that authorizes automatic monthly payments of your utility and tax bill from your bank account.

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

Under the Pre-authorized Plan, the withdrawal will occur for

1. **Utility Pre-authorized** on 28th day of every month, or the following business day if the 28th falls on a weekend. You will continue to receive a utility bill showing the amount that will be withdrawn from your bank account.
2. **Property Tax** to be withdrawn on 14th or 28th day of every month, or the following business day if the 14th or 28th falls on a weekend, as per Tax Pre-payment Agreement.

How do you apply the Pre-authorized Payment Plan?

1. Complete and sign the application form below.
2. Return the completed form, along with a copy of a **VOID PERSONALIZED CHEQUE** or **ACCOUNT INFORMATION FORM** from your clearly showing the bank account number to: town@elkpoint.ca or via mail: Box 448 Elk Point, AB T0A 1A0 or in person: Town Office at 4914 50 Avenue, Elk Point, AB T0A 1A0.

Service Agreement: I/we authorize Town of Elk Point to begin automatic withdrawals for payment of my/our Town monthly 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.

CUSTOMER INFORMATION (PLEASE PRINT CLEARLY)													
Customer Name:													
Mailing Address:								City/Town:					
Email Address:													
Residence Phone:								Business/Cell Phone:					
Utility Account Number (This information is located on the top portion of your bill)													
Utility Account	0	0											
Tax Roll Number (This information is located on the top portion of your Tax Notice)													
Tax Roll	0	0	0	0	0	0	0	0	0				
AUTHORIZATION													
Authorized Signature:								Date Signed: _____ (DD-MM-YYYY)					
**Authorized Signature:								Date Signed: _____ (DD-MM-YYYY)					
<i>**For joint accounts where more than one signature is required on cheques, all required signatures must be provided.</i>													

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, simply send the Town Office a written request a minimum of five business days prior to the due date.



TAX PRE-PAYMENT AGREEMENT

ROLL# _____ PHONE: _____ EMAIL: _____

OWNER NAME: _____

Last Name, First Name

MAILING ADDRESS: _____

MUNICIPAL ADDRESS: _____

LOT _____ BLOCK _____ PLAN _____

I HEREBY make applications, pursuant to Bylaw 693/11, to enter into an agreement with the Town of Elk Point for the purpose of the Prepayment Plan.

Based on my prior year's levy, I agree to pay monthly, the amount of \$ _____
Effective _____, _____, _____ to the Town of Elk Point, by
Month Day Year

- Pre-authorized Withdrawal
- Online
- Pay at the counter

I understand that I will be notified, in writing, of any changes in the amount owing on the levy in any forthcoming tax year.

No penalties will be charged to my account provided that all my cheques are honored by the bank. In the event of default of this agreement, my account will be subject to penalties as they become due.

THIS DIFFERENCE BETWEEN THE TAXES LEVIED FOR ANY TAX YEAR AND THE TOTAL OF THE 12 INSTALLMENTS WILL BE DUE BY AUGUST 31 OF THE CURRENT YEAR

Pre-Payment Plan will remain in effect until the sale of the taxpayer's property, or upon notification, by the taxpayer, in writing to the Town Office arranging for cancellation of the Plan.

PROPERTY OWNER: _____ WITNESS: _____

DATE: _____

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, simply send the Town Office a written request a minimum of five business days prior to the due date.