



# CITY OF SWIFT CURRENT

## AUTHORIZATION FORM

### *PRE-AUTHORIZED PAYMENT PLAN FOR UTILITIES AND/OR TAXES*

NEW  
 CHANGES  
 CANCEL

UTILITIES  
 TAXES  
 BOTH

CHEQUING ACCT  
 CREDIT CARD (FOR UTILITIES ONLY)

CYCLE

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

ACCT # \_\_\_\_\_ PHONE #: \_\_\_\_\_

ROLL # \_\_\_\_\_ START DATE: \_\_\_\_\_

20\_\_ INSTALLMENT: \_\_\_\_\_ 20\_\_ LEVY: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Name on Credit Card (if different from above): \_\_\_\_\_

**I/WE HEREBY AUTHORIZE MY/OUR FINANCIAL INSTITUTION AND/OR THE CITY  
TO DEBIT MY/OUR ACCOUNT OR CREDIT CARD AS NOTED ABOVE ON THE DUE DATE  
INDICATED ON THE CURRENT UTILITY BILL/TAX NOTIFICATION**

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

*\*\* For a Joint Account, All Depositors must sign*

**ATTACH VOID CHEQUE OR BANK  
AUTHORIZATION**

**PLEASE SEE OTHER SIDE FOR PERTANENT INFORMATION**

### **PLEASE NOTE FOR UTILITIES:**

- This authorization may be cancelled at any time upon written notice by you or by the City of Swift Current Utility Supervisor.
- Notify the Utility Department of changes to your banking information/credit card 10 days prior to the current charge due date.
- Pre-Authorized Payments will be drawn on Canadian dollar accounts only.
- In the event that the Authorization form is incomplete, inaccurate or unclear; you hereby authorize the Financial Institution to release your Account Number to the City of Swift Current.
- **ALL FINAL PAYMENTS WILL BE COVERED BY PRE-AUTHORIZED PAYMENTS.**

### **PLEASE NOTE FOR TAXES:**

- Payments will be taken the 15th day of each month beginning as per start date indicated above.
- This authorization may be cancelled at any time upon written notice by me/us.
- Payments dishonored as N.S.F. are subject to a \$20.00 service charge.
- After two such dishonored payments, the plan may be cancelled by the Director of Finance of the City of Swift Current.
- After the next tax levy is determined, the remaining monthly payments will be adjusted, if required.
- No discounts will be granted nor penalties applied to tax accounts participating in the plan.
- All taxes must be paid in full by **Dec 31\*** to be eligible for this plan.
- In the event of a sale of the above noted property, or a change in bank accounts, it is the **property owner's responsibility** to immediately notify the City of Swift Current and arrange for cancellation or transfer on the plan.

Fax completed forms to 306-778-2194  
For Inquiries contact Customer Service @ 306-778-2731