



City of Whitehorse

2121 - 2nd Avenue, Whitehorse, Yukon Y1A 1C2 Bus: (867) 667-6401 Fax: (867) 668-8398

City of Whitehorse Accounts Receivable Pre-Authorized Payment Plan Form

- Apply for the Accounts Receivable Pre-authorized Plan- Credit Card
- Change Information on an Existing Pre-authorized Plan
- Cancel the Pre-Authorized Payment Plan Effective _____

| | |
|----------------------|------------------------|
| Customer Number | |
| Customer Name | |
| | |
| Daytime Phone Number | Alternate Phone Number |
| | |
| Email Address | |

| | | | | | | | | | | | | | | | | | | | | |
|---|-------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|---|--|--|
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| VISA/Master Card Number | Expiry Date | | | | | | | | | | | | | | | | | | | |

I/we authorize the City of Whitehorse to process a debit equivalent to the actual amount due as billed on the due date. This authority is to remain in effect until the City of Whitehorse has received written notification of a change/termination or the City has removed the account from the Plan. By signing this application, you agree to the *City of Whitehorse Accounts Receivable Pre-Authorized Payment Plan Terms and Conditions.*

Signature (1)

Signature (2)

Date

Date

Phone: (867)668-8609

Fax: (867)668-8398

Email: whse_receivables@whitehorse.ca

Mail/ In Person: City of Whitehorse

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Whitehorse, YT Y1A 1C2



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City of Whitehorse Accounts Receivable Pre-Authorized Payment Plan Terms and Conditions

The City Whitehorse offers Pre-Authorized Payment Plans for Accounts Receivable using a valid VISA or MasterCard. Deductions will occur on the due date as noted on the invoice.

Conditions

- The accounts receivable account must be in good standing. No arrears on the account.
- The City does not charge a fee to participate in the accounts receivable pre-authorize payment program. Fees will apply for dishonoured payments.
- New applications must be received at the City five business days before the current due date.
- Any applications received that are not complete or have inaccurate information, will be returned to the applicant. If late fees are incurred as a result, they are the responsibility of the accountholder.
- It is the applicant's responsibility to notify the City of any and all changes to credit card numbers and/or expiry dates. The City is not responsible for ensuring the accountholder's pre-authorized payment information is valid.
- The payment plan is account specific and is non-transferrable to other individuals.

Returned Payments

- If a pre-authorized payment is dishonoured by your financial institution, you may be removed from the Plan and your account will be reverted to regular payment options. In addition, a service fee will be applied to your account for processing the dishonoured payment. As per the Fees and Charges By-law, the balance of the account will become due on the regular due date and subject to a 2% monthly interest charge.

Withdrawing from the Plan

- You may withdraw from the Plan at any time subject to providing written notice to the City of Whitehorse at least five business days prior to the next scheduled withdrawal.
- The City reserves the right to revoke the agreement at any time.

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