City of Whitehorse Utility Pre-Authorized Payment Plan Form

- Apply for the Utility Pre-authorized Plan - Bank Account
- Apply for the Utility Pre-authorized Plan - Credit Card
- Change Information on an Existing Pre-authorized Plan

<table>
<thead>
<tr>
<th>Utility Account Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service Address</td>
</tr>
<tr>
<td>Accountholder (1)</td>
</tr>
<tr>
<td>Accountholder (2)</td>
</tr>
<tr>
<td>Daytime Phone Number</td>
</tr>
<tr>
<td>Alternate Phone Number</td>
</tr>
<tr>
<td>Email Address</td>
</tr>
</tbody>
</table>

VISA/Master Card Number

Security Code

OR

Attach a VOID cheque

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 Utility Pre-Authorized Payment Plan Terms and Conditions.

Signature (1)  
Signature (2)  

Date  

Date

Phone: (867)668-8607
Fax: (867)668-8398
Email: receivables@whitehorse.ca
City of Whitehorse Utility Pre-Authorized Payment Plan
Terms and Conditions

The City Whitehorse offers Pre-Authorized Payment Plans for Utilities using a valid bank account, VISA, or MasterCard. Deductions will occur on the due date as noted on the utility invoice.

Conditions
- The utility account must be in good standing. No arrears on the account.
- The City does not charge a fee to participate in the utility 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 account holder.
- It is the applicant’s responsibility to notify the City in writing of any and all changes to the bank account information, credit card numbers, and/or expiry dates. The City is not responsible for ensuring the account holder’s pre-authorized payment information is valid.
- The applicant will notify the City of any ownership changes. The payment plan is account specific and is non-transferrable to other individuals or property.

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 10% penalty and a monthly 2% 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.