



City of Whitehorse

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

City of Whitehorse Utility Pre-Authorized Payment Plan Form

- Apply for the Utility Pre-Authorized Payment Plan with a bank account
- Change Information on an Existing Pre-authorized Plan
- Cancel the Pre-Authorized Payment Plan Effective _____

Utility Number			
Property Address			
Accountholder (1)			Customer Number
Accountholder (2)			Customer Number
Daytime Phone Number	Alternate Phone Number		
Email Address			

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 or amount equivalent to the monthly deduction. 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 Property Tax Pre-Authorized Payment Plan Terms and Conditions*.

Signature (1)

Signature (2)

Phone: (867)668-8608

Fax: (867)668-8398

Email: whse_receivables@whitehorse.ca

Mail/ In Person: City of Whitehorse

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Date

Date

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.

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 pre-authorize payment program. Fees will apply for dishonoured payments.
- New applications must be received at the City five business days before the current deduction period.
- 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 the bank account information. The City is not responsible for ensuring the accountholder'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.

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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