



Town of Radville

Box 339 Radville, SK S0C 2G0 Tel: (306)-869-2477 Cell: (306)815-7711

Email: town.radville@sasktel.net; town.radville2@sasktel.net

Utility Pre-Authorized Payment Plan Form

1. Request Type - Please select one

- Enroll in **Pre-Authorized Payment Plan**
 - Cancel **Pre-Authorized Payment Plan**
 - Change Banking Information
-

2. Property Information

- Town of Radville Property Address: _____
 - Account Number: _____
- Note: A separate authorization form is required for each property.
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3. Applicant Information

- Full Name(s) on Title: _____
 - Mailing Address: _____
 - Phone Number: _____ Email: _____
-

4. Banking Information (*Enrollment or Banking Changes Only*)

- Void cheque
 - or
 - Pre-Authorized Debit form from your banking institution
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5. Effective Date of Request

- Month/Year to Begin or End PAPP: _____
 - Last Withdrawal Date (if cancelling): _____
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6. Terms & Conditions

By signing below, I/we agree to participate in the Pre-Authorized Payment Plan (PAPP) under the following conditions:

1. **Valid Signing Authority-** I/we confirm that all required account holders have signed this agreement.
2. **Cancellation** - I/we may cancel this authorization at any time by providing written notice to the Town of Radville.
3. **Delivery of Authorization** - Providing this signed form to the Town of Radville is the same as providing it directly to my/our financial institution.
4. **Contract for Services** - Cancelling this payment authorization does not cancel any amounts owing for taxes or services.
5. **Change of Banking Information** - I/we will provide written notice of any account changes before the next scheduled withdrawal.
6. **Rights of Dispute** - I/we may request a refund within 90 days if:
 - I/we never authorized the payment,
 - The payment was not taken according to this agreement,
 - This agreement was revoked, or
 - The payment was taken from the wrong account due to incorrect account details.A written declaration must be given to my/our financial institution.
7. **Privacy-** Personal and banking information will only be used for processing property tax payments as permitted by law.

7. Authorization

I (we) hereby authorized the Town of Radville to draw on my/our account with the afore-mentioned financial institution, for the following purpose:

- Utility bills are issued every three months. Customers may choose to pay the full balance on the 10th of the month following the billing date, or in three equal monthly installments.

A debit in electronic form for the full amount will be drawn on my (our) account on the **10th of each month for the following months: January, April, July, and October.**

Or

A debit will be electronically withdrawn from my (our) account on the **10th of each month.** The total amount will be divided equally over the 3-months following the billing date.

- Enrollment or changes must be received by the **15th of the month** to be effective for the next withdrawal.
- Cancellations received after the deadline will take effect the following month.
- Any amounts owing after cancellation must be paid by the due date to avoid penalties.
- The Town of Radville will advise me/us in writing of the revised amount in advance of its effective date.
- The following Fee will be charged when a payment by cheque or direct deposit is dishonored: \$25.00 per dishonored item. (After 2 dishonored payments the Town of Radville reserves the right to remove you from the program)

Signature(s): _____ Date: _____

Signature(s): _____ Date: _____
