

FINANCE DEPARTMENT  
750 17th Street West Vancouver BC V7V 3T3  
t: 604-925-7032 f: 604-925-7034 e: taxinfo@westvancouver.ca



# THE UTILITY AUTO-DEBIT PLAN APPLICATION FORM

FOR NEW APPLICANTS ONLY

Complete the application form and enclose a cheque marked VOID and then mail, email, fax, or drop off both items to the Finance Department at the District of West Vancouver ten business days before the first withdrawal date. This plan does not include the property taxes.

PROPERTY OWNER(S): \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_  
West Vancouver BC

TELEPHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

UTILITY ACCOUNT NUMBER: \_\_\_\_\_

FIRST WITHDRAWAL DATE: \_\_\_\_\_

ATTACH A VOID CHEQUE

## TERMS & CONDITIONS

1. The agreement holder understands that the utility auto-debit plan is for the convenience of the property owner. The District of West Vancouver relies on the representation constituted by this authorization that the agreement holder's bank account shall be in good standing with sufficient funds to cover such pre-authorized debits as they become due and payable.
2. The discounted amount shown on each quarterly statement will be automatically withdrawn on or after each billing due date. Advance notice of each withdrawal will be provided on the Metered Utility Statement.
3. If any adjustments to the utility pre-authorized debit amount are necessary, these will only be made after reasonable notice has been given to the property owner.
4. **For any changes or cancellations to the plan, please advise the Finance Department, in writing, ten business days before the withdrawal date.** Upon cancelling the plan, any balance due thereafter shall be payable directly to the District of West Vancouver.
5. If the agreement holder's financial institution has not honoured a pre-authorized payment, an administration fee will be applied to the utility account.
6. If two pre-authorized payments are dishonoured by the agreement holder's financial institution, the plan will be cancelled by the Finance Department. The District may not provide notice of non-payment or cancellation. The plan can be reinstated upon written notification from the agreement holder.
7. This plan does not include the property taxes.
8. Freedom of Information and Protection of Privacy Act Notice: Information collected on this form, or provided with this form, is collected and protected in accordance with the Freedom of Information and Privacy Act, and will be used for the purposes of Financial Services program administration. Questions regarding the collection/use of this information should be directed to the Information and Privacy Officer at 604-925-7019.

I/We hereby authorize the Corporation of the District of West Vancouver to debit my/our account indicated above on the due date of each quarterly Metered Utility Statement. All payments will be made to The Corporation of the District of West Vancouver. I/We have read the terms and conditions (see above). I/We will instruct the District to discontinue the plan if the property is sold.

SIGNATURE(S): \_\_\_\_\_ DATE: \_\_\_\_\_

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