



Pre-Authorized Withdrawal (PAWS) Form

Please complete this entire form to avoid delay in your pre-authorized withdrawals.

Name (please print): _____ Utility Account No.: _____

Service Address: _____ Start date: _____

Home: _____ Cell: _____ E-Mail: _____

Do you currently have your tax account set-up for automatic withdrawal? **Yes** **No** (please circle your answer)

Use the same banking information as my tax account? **Yes** **No** (please circle your answer)

1. I hereby authorize the City of St. Albert to direct my Financial Institution to debit my bank account for the "Amount Now Due" on each Utility Bill sent to me. I acknowledge that the City of St. Albert will direct my Financial Institution to debit my account on the 15th day of the month following the "Billing Date" shown on the Utility Bill.
2. Attach a sample cheque marked VOID or a direct deposit form from a financial institution to this authorization form where indicated.
3. This authorization may be cancelled at any time upon written notice by me/us, and all outstanding amounts become due, payable and subject to penalties.
4. Any payment returned by my financial institution may result in termination of the plan, and all outstanding amounts become due, payable and subject to penalties established in accordance with the City Council policy.
5. In the event I/we change my/our account, I/we will notify the City of St. Albert in writing and complete a new Application/Pre-Authorized Debit Form not less than 14 days prior to the next due date and provide a current cheque/ direct deposit form marked "VOID".
6. All persons whose signatures are required to sign on this bank account must sign the agreement below.
7. By copy of this Application/Pre-Authorized Withdrawal Form the applicant/owner acknowledges notification of and agrees to abide by the Terms and Conditions of the Pre-Authorized Debit and the Electronic Funds Transfer Service provided by the City of St. Albert's Financial Institution, in accordance with the Rules of the Canadian Payments Association.
8. The current utility levy and utility arrears must be paid in full for eligibility in the plan.

ATTACH VOID CHEQUE
OR
DIRECT DEPOSIT FORM

Any personal information, which you provide, on this form will be collected and used subject to the provincial Freedom of Information and protection of Privacy Act (FOIP). The City of St. Albert will collect and use your personal information for the purposes necessary to and consistent with processing Pre-Authorized Payment and to assess customer satisfaction. The City of St. Albert will not disclose the personal information contained on this form to outside organizations. If you have any questions or require further information, please contact Utility Services, Main floor, 5 St. Anne Street, St. Albert, AB T8N 3Z9; by telephone: (780) 459-1520-Option 2; or by Fax: (780) 459-1733.

Signature of bank account holder: _____

Date: _____



St. Albert Place
5 St. Anne Street
St. Albert, AB, Canada T8N 3Z9
Phone: 780-459-1520, Option #2
Fax: 780-459-1733
Website: www.stalbert.ca
Email: utilities_services@stalbert.ca

Utility Bill Payment Options

- Pre-Authorized Utility Payment Plan – Form on reverse;
- Telephone / Internet banking – Available through most financial institutions, contact bank for details (Allow 4-5 business days for processing);
- In person by cash, interac, cheque, bank draft, or money order at St. Albert Place cashier, 5 St. Anne St., Monday through Friday: 8.00 a.m. – 5.00 p.m.;
- Chartered banks and financial institutions (most) in Canada (Allow 4-5 business days for processing);
- Banking machines. (Allow 4-5 business days for processing);
- By mail – Detach the bottom portion of the bill and send it with your payment to:

**CITY OF ST. ALBERT
5 ST ANNE ST.
ST. ALBERT, AB T8N 3Z9**

Please make your cheque, money order or bank draft payable to:
(Allow 4-5 business days for mailing and processing)

City of St. Albert Utilities Services

Please allow sufficient time for your payment to reach our office **on or before the Penalty Date.**

Penalties will apply to accounts that:

- **Have not been paid in full.**
- **Payment has not been received by our office on or before the Penalty Date.**
- **Payment has been returned by the bank (NSF – subject to service charge).**