



# Utility Account Information Form

To create, change, or update your utility accounts with the Town of Bassano, please complete this form and return it to [town@bassano.ca](mailto:town@bassano.ca) or drop it off at the Town Office.

**CHECK ALL THAT APPLY:**

<input type="checkbox"/>	New Utility Account
<input type="checkbox"/>	Transfer of Account
<input type="checkbox"/>	Change of Address
<input type="checkbox"/>	Request Duplicate Account for Tenant (Renter)
<input type="checkbox"/>	Request for paper free utility bills
<input type="checkbox"/>	Apply to the Utility Payment Plan (UPP) – Preauthorized Debit

**COMPLETE ALL SECTIONS:**

<b>Effective Date</b>	
<b>Name</b>	
<b>Civic Address</b>	
<b>Mailing Address (including P.O. Box)</b>	
<b>Contact Number</b>	
<b>Email Address</b>	
<b>Utility Account No.</b>	
<b>General Comments</b>	

**COMPLETE THIS SECTION FOR PAPER FREE UTILITY BILLING**

*I consent to receive utility notices from the Town of Bassano via e-mail and understand that by consenting to receive such notices by e-mail, I will no longer be receiving paper copies of utility notices from the Town.*

*My email address for the purpose of utility notices is \_\_\_\_\_, and I agree that should my email address change, I will be responsible for providing my new e-mail address to the Town.*

*Consent Initial \_\_\_\_\_*

**COMPLETE THIS SECTION FOR UPP PREAUTHORIZED DEBIT**

1. For payment under the UPP, I/we hereby authorize the Town of Bassano and its Financial Institution to begin automatic withdrawals for payment of my/our bi-monthly utility bill from the bank account number identified on the enclosed VOID cheque. This authority remains in effect until there is notification of termination by the UPP account holder.
2. The authorized debit and UPP may be cancelled upon written notice by me/us to the Town not less than 14-days prior to next payment date.
3. I/we acknowledge any payment not honored or processed by my/our bank is subject to a service charge. Any service charges for dishonored payments will be applied to the next utility bill. Continued participation is submitted to the approval of the Chief Administrative Officer of the Town.
4. If I/we change my/our bank account, I/we will notify the Town not less than 14-days prior to the next payment date and provide a current VOID cheque.
5. All persons, whose signatures are required to sign on the bank account listed below have signed this agreement.

Name of Financial Institution	Institution No.	Transit No.	Account No.

In the event of a sale of the above noted property, it is the responsibility of the UPP account holder to notify the Town’s utility department to arrange for cancellation of the plan. Notice must be received at least 14-days prior to the next payment date.

*Consent Initial* \_\_\_\_\_

Each transaction will occur bi-monthly on the 15<sup>th</sup> day of January, March, May, July, September, and November or on the next business day if the 15<sup>th</sup> falls on a weekend or statutory holiday.

*Consent Initial* \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**OFFICE USE ONLY**

<b>Processed by</b>	
<b>Date of Processing</b>	
<b>Initial Reading</b>	
<b>Notes</b>	