Town Administration



502 – 2nd Avenue | P.O. Box 299 Bassano, Alberta T0J 0B0 403-641-3788

town@bassano.ca

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 or drop it off at the Town Office.

CHECK ALL THAT APPLY:

New Utility Account
Transfer of Account
Change of Address
Request Duplicate Account for Tenant (Renter)
Request for paper free utility bills
Apply to the Utility Payment Plan (UPP) – Preauthorized Debit

COMPLETE ALL SECTIONS:

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

COMPLETE THIS SECTION FOR PAPER FREE UTILITY BILLING

,	rom the Town of Bassano via e-mail and understand that by consentin will no longer be receiving paper copies of utility notices from the Tow
, , ,	of utility notices isaddress change, I will be responsible for providing my new e-mail
address to the rown.	Consent Initial
Signature	Signature
Date	

The personal information requested here is being collected under the authority of Alberta's Freedom of Information and Protection of Privacy (FOIPP) Act, Section 33 (c), for the purpose of Utility Billing and is protected under the Act. Notwithstanding, comments or remarks offered in this form may be made public, without disclosure of personal information. If you have any questions about the collection, use or disclosure of personal information provided, please contact the FOIPP Coordinator at the Town of Bassano's Administrative Office, 502 – 2nd Avenue P.O. Box 299, Bassano Alberta, T0J 080 or 403-641-3788

COMPLETE THIS SECTION FOR UPP PREAUTHORIZED DEBIT

Date of Processing Initial Reading

Notes

- 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.

In the event of a sale of the above noted property, it is the responsibility of the UPP account h 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** **Consent Initial** **Consent Initial** **The image is a sale of the upper account he account he plan is a sale of the upper account he plan is a sale of the upper account he plan is a sale of the upper account he plan is a sale of the upper account he plan is a sale of the upper account he plan is a sale of the upper account he plan is a sale of the upper account he plan is a sale of the upper account he plan is a sale of the upper account he plan is a sale of the upper account he plan is a sale of the upper account he plan is a sale of the upper account he plan is a sale of the upper account he plan is a sale of the upper account he upper				
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. Name of Financial institution – institution no. – – – i transit no. – i Account no.	Name of Financial Institution	Institution No.	Transit No.	Account No.

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