

**TOWN OF PICTURE BUTTE**  
**Pre-Authorized Utility Payment Plan Form**

120 – 4<sup>th</sup> Street N | PO Box 670  
 Picture Butte AB T0K 1V0  
 Phone: 403-732-4555 | Fax: 403-732-4334

<b>Utility Account Number</b>		
<b>Civic Address</b>		
<b>Property Owner's Name(s)</b>		
<b>Email Address</b>		
<b>Phone Number(s)</b>		

- Initial
- I / We (above named property owners) authorize the Town of Picture Butte to debit my / our utility account indicated above on the 25<sup>th</sup> day of each month, in the exact amount owing, as stated on the utility bill.
- I / We understand the Town is only able to process automatic payments in the amount showing as a balance due on my utility bill. Additional or lesser payment amounts are not possible through pre-authorized payments.
- I / We will notify the Town of Picture Butte, in writing not less than 14 days prior to the next scheduled payment, if I / we move the account from one bank or branch to another, or if there is any other change to the account. This authorization may be cancelled at any time upon 14 days written notice by myself / us to the Town. I / We understand that if I / we cancel this authorization, it does not mean that my / our contractual obligations to the Town have ended.
- In the event a payment is returned for any reason, (example: insufficient funds, not chequing privilege, closed account) the Town will apply the appropriate "Returned Item Charge" to the outstanding account and notify the property owner in writing of the balance due.
- I / We understand that if two pre-authorized payments are returned, the Town will cancel this pre-authorized payment agreement.
- I / We understand that the Town of Picture Butte may cancel this agreement at any time if I / we are not obliging to the agreement.
- I / We understand that the Town of Picture Butte will cancel the property owner's participation in the Pre-Authorized Utility Payment Plan if two payments, per utility account, fail to be honored by the bank in any 18 month period.

<b>Property Owner's Signature</b>	
<b>Date</b>	

**E-Mail Utility Bill Authorization**

- Initial
- I / We (the above named customer/s) understand that this service allows subscribers to view their Town of Picture Butte utility invoice electronically. The electronic bill, also called the E-Bill, has the same value as a paper utility invoice from the Town of Picture Butte, and should be treated as such.
- I / We understand that the utility invoice will be provided as a PDF attachment via the e-mail address supplied as stated above.
- Printed copies of your E-Bill can be used to pay at your financial institution, online, by telephone banking, by mailing a cheque or money order, or at the Town Office.
- When you agree to the Terms and Conditions of this service, you will no longer receive a paper utility invoice from the Town of Picture Butte.
- It is the subscriber's responsibility to provide the correct e-mail address and to inform the Town of Picture Butte of any changes to the e-mail address. If you have not received your E-Bill by the 10th day of each month, please contact the Town Office at (403) 732-4555. Non-receipt is not justification for late payment and penalties will apply.

<b>Property Owner's Signature</b>	
<b>Date</b>	