



Village of Burns Lake

Pre-Authorized Payment Plan Authorization

15-3rd Avenue, Burns Lake, BC V0J 1E0

Phone: 250-692-7587 Fax: 250-692-3059

Part 1 – Customer Information

Applicant Name(s): _____

Property Address: _____

Daytime phone: _____ Email: _____

Part 2 – Banking and Payment Information

New Change Amount Change Account Cancel

Bank Account Number:

Transit Number: Financial Institution:

Please attach void cheque if banking information is new or has changed.

Utilities Account number

Monthly Payment \$ _____, starting on _____

Property Tax Folio 5 0 6 .

Monthly Payment \$ _____, starting on _____

Part 3 – Pre-Authorized Debit Details and Authorization

I/we hereby authorize the Village of Burns Lake to debit the bank account mentioned above on the 15th day of each month as indicated above, and do not require further notice of withdrawal before it is processed. I/we have read, understand and agree to all Terms and Conditions (see reverse). Withdrawals will continue until 15 days written notice has been received.

Signature(s) of Bank Account Holder(s)

Signature of Registered Owners (if different)

Print Name(s)

Print Name(s)

Date

Date

Village of Burns Lake Pre-Authorized Payment Plan
Terms and Conditions

1. It is the responsibility of the property owner to instruct the Village to discontinue the plan 15 days BEFORE the property is sold. IMPORTANT: We will continue to draw payments from your bank account until advised otherwise. Any overpayment will be applied to the credit of the new owner. Credits must be adjusted between the vendor and purchaser on the Statement of Adjustments. No refund of Pre-Authorized Payment Plan payments will be issued by the Village as a result of the owner's failure to discontinue the plan upon a transfer of property.
2. You may cancel or amend your Pre-Authorized Payment Plan at any time by completing the form on the front of this page, provided the completed form is received by the Village 15 days prior to the next scheduled withdrawal.
3. Payments will be collected on the 15th day of each month.
4. Any overpayment will be applied to the next years billing. There is no interest earned on this plan – it is offered for convenience only.
5. Your payment plan may be terminated after two dishonoured payments within one year. The Village is not obligated to provide notice of non-payment or cancellation.
6. Payments may be accepted from persons other than the registered owner however refunds will only be processed in the name of the registered owner(s).
7. You have certain recourse rights if any debit does not comply with this agreement. For example, you have the right to receive reimbursement for any debit that is not authorized or is not consistent with this agreement. To obtain more information on your recourse rights, contact your financial institution.

TO AVOID PENALTIES, YOU MUST PAY ANY BALANCE OWING ON OR BEFORE THE DUE DATE(S).

The personal information collected on this form is collected in accordance with the Freedom of Information and Protection of Privacy Act. The Village has authority to collect your information for the purposes of administering the Pre-Authorized Payment Plan.