

APPLICATION FOR PRE-AUTHORIZED PAYMENT PLAN

The Village of Glenwood offers you a simple, easy method of payment through our **Pre-authorized Payment Plan** that authorizes automatic monthly payments of your utility bill from your bank account.

How will you know what withdrawals are being made from your account?

Under the Pre-authorized Plan, you will continue to receive a utility bill showing the amount that will be withdrawn from your bank account. The withdrawal will occur on the 15th day of every month or the following business day if the 15th falls on a weekend.

What if you move, change banks or decide to cancel the plan?

If for any reason you need to change or cancel the Pre-authorized Payment Plan, simply send the Village Office a written request a minimum of five business days prior to the due date.

How do you apply the Pre-authorized Payment Plan?

1. Complete and sign the application form below.
2. Return the completed form, along with a copy of a **VOID PERSONALIZED CHEQUE** clearly showing the bank account number to: Box 1084, Glenwood AB. T0K 2R0 or via mail: office@glenwood.ca or in person at the Village Office at 59 Main Avenue.

Service Agreement: I/we authorize the Village of Glenwood to begin automatic withdrawals for payment of my/our Town monthly utility bill from the bank account number identified on the enclosed cheque. This authority is to remain in effect until there is notification of termination from the customer.

CUSTOMER INFORMATION (PLEASE PRINT CLEARLY)									
Customer Name:									
Mailing Address:					City/Town:				
Email Address:									
Residence Phone:					Business/Cell Phone:				
Utility Account Number (This information is located on the top portion of your bill)									
9	0	0							
AUTHORIZATION									
Authorized Signature:					Date Signed: _____ (DD-MM-YYYY)				
**Authorized Signature:					Date Signed: _____ (DD-MM-YYYY)				
<i>**For joint accounts where more than one signature is required on cheques, all required signatures must be provided.</i>									