



APPLICATION FOR PRE-AUTHORIZED DEBIT (“PAD”)

Customer Account No. <small>(This number appears on your SPUCL invoice).</small>
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INSTRUCTIONS:

- Complete this form, **Sign and Date** it, and forward to the address at the bottom of this page AND **enclose a “VOID” cheque** on the account the funds are to be withdrawn from.
- If you require more information or need assistance to complete this form, please call 250-578-5490 (press 1) or e-mail info@sunpeaksutilities.com.

Please Type or Print Clearly

Section A – Applicant’s Personal Information		
Surname and/or Business Name		First Name & Initial
Utility Service Address (<i>address at Sun Peaks</i>)		
Mailing Address (if different)		
City/Town	Province/State	Postal Code / Zip Code
Home Phone ()	Work Phone ()	Cell Phone ()
Section B – Financial Institution Information		
Transit No. (must be 5 digits)	Institution No.	Bank Account No. – <i>Left Justified</i>
	0	
Financial Institution Name		Type of Service (please <input checked="" type="checkbox"/> one only) <input type="checkbox"/> Personal <input type="checkbox"/> Business
Mailing Address - Street		
City/Town	Province/State	Postal Code / Zip Code
Section C – Authorization		
<p>I/We have read, understood, and accepted all provisions contained on this form, including the Terms and Conditions on page 2. Any delivery of this authorization to Sun Peaks Utilities Co., Ltd. (“SPUCL”) constitutes delivery by me/us to the bank or financial institution (hereafter referred to as bank).</p> <p>You are hereby requested and authorized to withdraw funds from my/our bank account identified above to pay the monthly SPUCL invoice amount due on the SPUCL account number identified above. My/Our bank is authorized to handle withdrawals as if I/we had personally issued a cheque. I am / We are all the persons whose signatures are required to sign on the above account.</p> <p>I/We undertake to promptly notify SPUCL, in writing, of any change in the account information provided in this authorization and understand that SPUCL must be advised within 14 days of any change to ownership or mailing address on the Account.</p>		
Signature of Bank Account Holder	Date Signed	
X	YYYY MM DD 	
Signature of Bank Account Holder	Date Signed	
X	YYYY MM DD 	

NOTE: Your pre-authorized debit withdrawals will begin the billing period following the receipt of your application. For example, if your application is received at the Utilities’ offices prior to April 30th, the first withdrawal will happen June 5th (this withdrawal will pay the invoice issued May 14th). *Page 1 of 2 – Application for Pre-Authorized Debit Plan*



**Sun Peaks Utilities Co., Ltd.
Pre-Authorized Debit Plan
Terms and Conditions**

By signing this application you acknowledge that authorization is provided for the benefit of Sun Peaks Utilities Co., Ltd. (“SPUCL”) and your bank or financial institution (hereafter referred to as your bank) and is provided in consideration of your bank agreeing to process debits against the bank account indicated on page 1 of the **Application for Pre-Authorized Debit** (“PAD”) form, in accordance with the rules of the Canadian Payments Association.

The amount to be withdrawn each month will be the balance owing on your monthly utility invoice which will be sent to the mailing address on your account at least 10 calendar days before funds are withdrawn.

Withdrawals will take place on the 5th of each month or, when the 5th is on a weekend or statutory holiday, on the next business day.

Should there be insufficient funds in your bank account to cover the withdrawal, you will be charged a Return Cheque Fee which is currently \$25.00. A second attempt to withdraw the funds will not be made in that billing period.

SPUCL may terminate the pre-authorized debit plan at any time, either verbally or by written notice to the mailing address on your account. If any pre-authorized payment withdrawal is not paid by your bank when presented for payment, termination may occur.

You may cancel this authorization by notifying SPUCL at least 15 days in advance of the next pre-authorized debit withdrawal.

Neither termination of the pre-authorized debit plan by SPUCL nor cancellation of this authorization by you terminates utility services to your premises; only the method of payment is affected.

You can dispute a pre-authorized withdrawal under the following conditions:

1. The withdrawal was not drawn in accordance with your authorization;
2. The authorization was cancelled in accordance with the terms and conditions of this application;
or
3. Pre-notification of the monthly withdrawal amount was not received

In order to be reimbursed, a declaration to the effect that either 1, 2 or 3 took place must be completed and presented to the branch of the bank holding your account up to and including 90 day calendar days in the case of a personal pre-authorized debit (or up to and including 10 business days in the case of a business pre-authorized debit) after the date on which the withdrawal in dispute was posted to your bank account.

After 90 calendar days in the case of a personal pre-authorized debit (or 10 business days in the case of a business pre-authorized debit) a dispute for any reason is a matter to be resolved solely between you and SPUCL.

Version	Date	Authorization	Review Due	Page X of Y
1.0	April 6, 2009	Mgr. Utility Services	May 1, 2010	2 of 2