



## UTILITY BILL PREPAYMENT PLAN (PAP) APPLICATION INSTRUCTIONS

### How the Program Works:

The Utility Bill Prepayment Plan calculates the previous months usage and takes payment directly from your bank account on the following 10<sup>th</sup> day of each month. This payment method avoids late payment charges of 2.2% per months on the outstanding balance.

### To Enroll in the Program:

Simply complete the application form, enclose a personal cheque marked VOID or a Pre-Authorized Payment (PAP) form from your financial institution and mail, drop off the application at City Hall or scan and email the application and supporting documents to [finance@rossland.ca](mailto:finance@rossland.ca). The application form is also available at [www.rossland.ca/](http://www.rossland.ca/)

### To Cancel or Make Changes to the Program:

You may start, modify or cancel the plan at any time by notifying the Utility Bill department in writing, by the 1<sup>st</sup> day of the month in which the payment is due to be withdrawn from your bank account. If you are changing your banking information, please ensure a VOID cheque or PAP form is attached with the new banking information.

Fill out the Cancellation and Changes portion of the Application Form and submit to City Hall. If you have any questions, please contact City Hall at (250) 362-7396.

### Please submit your Utility Bill Prepayment Plan (PAP) Application Form to:

The City of Rosland  
1899 Columbia Avenue  
P.O. Box 1179  
Rosland BC V0G 1Y0  
[finance@rossland.ca](mailto:finance@rossland.ca)

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### Terms and Conditions:

**NSF Fees:** All returned payments from the bank will be charged a \$20 fee and become eligible for the 2.2% late payment penalty. If we receive two Non-Sufficient Funds (NSF) payments, your prepayment plan will be cancelled.

**Late Payment Penalty:** A penalty of 2.2% per month shall be imposed upon the balance that is unpaid after the last business day of the current month.



**UTILITY BILL PREPAYMENT PLAN (PAP) APPLICATION FORM**

Utility Bill Account #:	<input checked="" type="checkbox"/> Check one <input type="checkbox"/> Metered <input type="checkbox"/> Not Metered
Payment Amount: <input checked="" type="checkbox"/> Check one <input type="checkbox"/> Exact Amount <input type="checkbox"/> Specified Amount of: \$ _____	Payment Start Date: 10 <sup>th</sup> day of _____, 20____
Property Owner Name:	Additional Property Owner Name(s):
Property Address:	
Mailing Address:	
Telephone:	Email:
<b>BANKING INFORMATION</b> <input checked="" type="checkbox"/> Check one <input type="checkbox"/> Void Cheque Attached <input type="checkbox"/> Financial Institution Pre-Authorized Payment (PAP) Form Attached	

**AUTHORIZATION:**

I/We hereby authorize the City of Rossland to withdraw a set amount of \$\_\_\_\_\_ or the exact amount of my utility bill on the 10<sup>th</sup> of day of \_\_\_\_\_, 20\_\_\_\_. This authorization may be cancelled at any time upon written notice by the undersigned.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

<b>CANCELLATION AND CHANGES</b>	<input checked="" type="checkbox"/> Check one
<input type="checkbox"/> I wish to cancel my Utility Bill Prepayment Plan and understand by doing so I am responsible for paying the balance owing on my quarterly Utility Bill on or prior to the deadline.	
<input type="checkbox"/> I wish to change the authorized payment amount to \$_____ to commence on the 10 <sup>th</sup> day of _____, 20____.	
<input type="checkbox"/> I wish to change my banking information and have attached a void cheque or a Pre-Authorized Payment (PAP) Form from my financial institution.	
<input type="checkbox"/> I would like my quarterly invoice/statement sent to this email address: _____	

**AUTHORIZATION TO CANCEL OR CHANGE INFORMATION:**

I/We hereby authorize the City of Rossland to make the changes as indicated above.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_