

Town of Grand Coulee

102 Railway Avenue, Grand Coulee, S4M 0A3
306-352-8694 grandcoulee.cap@saskatel.net

GG- Preauthorized Debit Payments

<i>Section</i> General Government	<i>Classification</i> Policy
<i>Approved (Date)</i> April 11, 2024	<i>Motion No</i> #2024-081

Objective:

The preauthorized debit payment policy aims to provide convenience to ratepayers by offering a seamless method for the payment of utility bills and property taxes to the municipality of Grand Coulee. This policy ensures timely and consistent collection of payments while offering flexibility and ease of transaction to ratepayers.

1. Preauthorized Debit Payment Process:

- a) Ratepayers have the option to authorize the municipality to debit their bank account on a monthly basis for the payment of utility bills and/or property taxes.
- b) Utility bills will be processed on the last day of each month, and the payment will be debited from the ratepayer's account on the 10th of the following month.
- c) Property taxes are the responsibility of the property owner to ensure accurate payment. Property owners must update their preauthorized debit payment amounts annually upon receiving their tax notice to reflect any changes in the tax amount. Pre authorized payment will be debited on the 10th of each month.
- d) Any changes to the preauthorized debit payment amounts must be communicated by the property owner in writing to the municipality and authorized accordingly.
- e) Ratepayers enrolled in equalized payment plans who pay their current property tax levy in full by December 31 will not be subject to the 1.5% penalty outlined in section 2(a) of the 05-2024Property Tax Penalty Bylaw

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2. Authorization and Consent:

- a) By signing the preauthorization form provided by the municipality, ratepayers consent to the debiting of their bank account for the specified utility bills and/or property taxes.
- b) Ratepayers acknowledge that they are responsible for ensuring sufficient funds are available in their bank account on the scheduled debit date.
- c) Ratepayers acknowledge that they will report any changes to their financial institute where payments are debited for the municipality.
- d) Property owners understand that they are required to update their preauthorized debit payment amounts annually in accordance with their tax notice.
- e) Ratepayers have the right to cancel or modify their preauthorized debit payment arrangement by providing written notice to the municipality at least five (5) business days before the 30th of the month.

3. Security and Confidentiality:

- a) The municipality will ensure the security and confidentiality of ratepayer banking information in compliance with relevant privacy legislation.
- b) Ratepayers' banking information will only be used for the purpose of processing preauthorized debit payments and will not be shared or disclosed to any unauthorized third parties.

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Preauthorized Debit Payment Authorization Form

I, _____, Address, _____ hereby authorize the municipality of Grand Coulee to debit my bank account on a monthly basis for the payment of:

- [_____] Utility bills
- [_____] Property taxes

Bank Account Information:

Bank Name: _____

Branch Address: _____

Account Holder Name: _____

Account Number: _____

Payment Details: (***all PAD payments shall be withdrawn on the 10th of the month***, any changes to your payment shall be submitted to the office 5 business days before the 30th of the month)

Utility Bill

current billed amount _____ (initial)
or set amount _____ \$

Property Tax Amount

Equalized payment _____

or set amount chosen \$ _____

I understand and agree to the terms and conditions outlined in the municipality's Preauthorized Debit Payment Policy. I acknowledge my responsibility to update the payment amounts annually based on my tax notice and to inform the municipality of any changes to the debited amounts or to my financial institute change.

Signature: _____ Date: _____

Please return this form to the municipality office for processing. For inquiries or modifications to your preauthorized debit arrangement, please contact Town of Grand Coulee, 306-352-8694

[Note: This form serves as authorization for preauthorized debit payments and must be completed and submitted by the ratepayer to the municipality for processing.]