



**PUPP - Pre-Authorized Utility
Payment Plan BI-Monthly Application
(Every 2 Months)**

902 7th Avenue
Canmore, AB T1W 3K1
Phone 403-678-1500 - Fax 403-678-1524
water@canmore.ca - www.canmore.ca

water@canmore.ca

Rev. Feb 2023

UT Acct. _____

C1 C2

For Office Use Only

Section A - Property Identification

Street Address of Property Owned _____

Section B - Owner & Applicant's Personal Information

Legally Registered Owner(s) *(*Owner 1 will receive the bills. Note: only 1 person can be listed as Owner 1)*
As registered on purchasing documents

Owner 1 Legal Name _____

Daytime Phone Number _____ Date of Birth: Month _____ Day _____ Year _____

Email _____

Electronic Notifications: Send utility bill by email

This mailing address will be used for correspondence relating to ALL Tax and/or Utility accounts in your name.

Owner 1 Mailing Address _____

_____ City/Town _____ Prov./State _____ Postal Code/Zip _____

Owner 2 Legal Name _____

Daytime Phone Number _____ Date of Birth: Month _____ Day _____ Year _____

Email _____

Applicant's Name: Same as above or _____
The Applicant's name must match the name on the banking information provided

If Owner 1 is a business, I declare that I am a director of the above-named business _____ (Please Initial)

If you have recently purchased this property (within the last 3 months) Possession Date _____
Law Firm _____

Section C - Applicant's Bank Account Information - Canadian Banks Only

Attach 'void' cheque here (handwritten bank account information will not be accepted)
The name on the cheque must correspond with the applicant signature on this form.
An official PAD agreement from your banking institution will be accepted.

Important: It is the responsibility of the account holder(s) to confirm that payments are being withdrawn from their bank account.

Important! See over - Signature required

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PUPP cancelled on _____ Month of last withdrawal _____

Section D - Authorization

By my signature below I acknowledge that I have read and understand the following:

A. General Terms

1. Utility accounts for a property must be current (paid up-to-date) in order to be enrolled in the Pre-Authorized Utility Payment Plan.
2. Automatic debits can only be made from a Canadian chequing account. Line of Credit, Power Line accounts and credit cards cannot be used.
3. While the Town of Canmore does not charge for this service, standard bank service charges may apply.
4. Payments are withdrawn from your bank account on the Due Date as noted on your current utility billing.
5. It is the responsibility of the account holder(s) to monitor payments withdrawn from their bank account.

B. Changes & Cancellations

1. If the property is sold, the seller or representing lawyer must ensure that a final bill has been requested to the date-of-sale and is paid in full upon the sale of the property.
2. Written notification must be provided at least 5 business days prior to the next scheduled withdrawal in order to:
 - a) Change banking information (new 'void' cheque required).
 - b) Cancel plan for any reason (PUPP Cancellation form available).
3. PUPP is not transferrable. If you are moving within Canmore you must complete a new PUPP application form for your new property.

C. Penalties & Service Charges

1. If a default in a utility payment occurs, the Town of Canmore may remove the account holder from the Pre-Authorized Utility Payment Plan and may refuse re-instatement on the plan. In addition, NSF charges will apply. Penalty charges of 1.5% per month on any outstanding balance will be applied in accordance with Utility Penalty Bylaw 39-2003.
2. Upon cancellation of the plan all unpaid utilities must be paid in full or penalties will be applied in accordance with Utility Penalty Bylaw 39-2003.

D. Electronic Notifications (if applicable)

1. It is the responsibility of the applicant to ensure that their email address is kept current with the Town of Canmore Finance Department for all future correspondence. The Town of Canmore will not be responsible for the non-receipt of notifications due to an invalid email address or the applicant's server malfunction.
2. Please be sure to add eBilling@canmore.ca to your safe sender list.
3. Non-receipt of your utility bill does not exempt you from penalty due to late payment.

Signature of Applicant

(Applicant name must match the banking information provided)

Print Name

Date

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Copy of PUPP Application given to owner: Yes No

Application received by (initials) _____

In person

By email

By mail

By fax

Notes:

Date Stamp Received

FOIP Notification:

The Town of Canmore is collecting your personal information under the authority of section 33c of the Alberta Freedom of Information and Protection of Privacy Act. This information will be used for the purpose of administering utility accounts for the Town of Canmore. If you have any questions about the collection of your personal information, you may contact the Town of Canmore Utility Department at 403.678.7134, 902 7th Ave, Canmore, AB, T1W 3K1.

Terms and Conditions are subject to change. The Town of Canmore will endeavour to notify clients of any amendments made to the terms and conditions of the Pre-authorized Payment Plan & electronic notifications. Please be sure to keep your contact information current for correspondence from the Tax and Utility Department.