



# City of Coquitlam Utility Instalment Plan Application Form

**Revenue Services**  
3000 Guildford Way, Coquitlam, BC V3B 7N2  
Phone: 604-927-3050 Fax: 604-927-3045  
Email: utility\_info@coquitlam.ca

## Part 1 – Customer Information

Applicant Name: \_\_\_\_\_ Utility Account #: \_\_\_\_\_  
Property Address: \_\_\_\_\_ Coquitlam, B.C. Postal Code: \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
New  Change Account  Cancel - 15 days notice is required for cancellations

## Part 2 – Bank Account Information

**NOTE: For new applications or account changes, attach a void personalized cheque or Preauthorized Debit Form from your bank.**

Effective the 1<sup>st</sup> of \_\_\_\_\_, 20 \_\_\_\_ Monthly debit amount: \$ \_\_\_\_\_

**\*\*THIS AMOUNT WILL BE RE-CALCULATED ONCE ANNUALLY BASED ON AN ESTIMATE OF THE NEXT YEARS LEVY AMOUNT\*\***

## Part 3 – Authorization

**IMPORTANT:** The Utility Instalment Plan consists of 6 monthly instalments from August 1<sup>st</sup> to January 1<sup>st</sup>. There are no withdrawals from February to July. Withdrawals will restart each year on August 1<sup>st</sup> unless the plan is cancelled.

- I/We hereby authorize the City of Coquitlam to debit the bank account, as per the attached VOID cheque/ Preauthorized Debit Form, on the 1<sup>st</sup> of each month, from August to January of each year, and do not require further notice of any withdrawal before it is processed.
- Your monthly withdrawal amount will be automatically adjusted annually based on an estimate of the next years balance owing. **The annual Utility Bill will detail your upcoming withdrawal amount. No further notification will be sent by the City with regard to a change to the amount.**
- Withdrawals will continue until 15 days written notification of cancellation has been received. **I/We will instruct the City to cancel the Plan if the property is sold** and understand that it is my/our responsibility to ensure that the conveyancing lawyer or notary provides me/us with a credit on the Statement of Adjustments, if applicable.
- **I/We have read, understand and agree to all Terms and Conditions (see reverse) and understand that instalments WILL NOT be refunded.**

**NOTE:** The withdrawal amount is an estimate only. Any balance owing must be remitted by the due date to avoid penalty. An overpayment will remain as a credit on the account and will be applied to the next year's billing.

\_\_\_\_\_  
Signature(s) of Bank Account Holder(s)

\_\_\_\_\_  
Signature of Registered Owner(s) (if different)

\_\_\_\_\_  
Print Name(s)

\_\_\_\_\_  
Print Name(s)

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

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

Please reverse for Terms and Conditions

### Office Use Only

Received by: \_\_\_\_\_ Date Received: \_\_\_\_\_ Date Entered/Initials: \_\_\_\_\_



# City of Coquitlam Utility Instalment Plan Application Form

Please retain a copy for your records.

1. It is the responsibility of the property owner to **instruct the City to discontinue the plan 15 days BEFORE the property is sold.**  
**IMPORTANT:** We will continue to draw payments from your bank account until advised otherwise. Any overpayment will be applied to the credit of the new owner. Credits must be adjusted between the vendor and purchaser on the Statement of Adjustments. No refund of Instalment Plan payments will be issued by the City as a result of the owner's failure to discontinue the plan upon a transfer of property.
2. Your Instalment Plan may be cancelled anytime provided written notice is received by the City of Coquitlam's Revenue Services Dept. by the 15<sup>th</sup> of the month prior to the next scheduled withdrawal. There will be no refund of any payments made prior to issuance of the annual Utility Bill.
3. Any outstanding taxes and utilities must be paid prior to enrolling in the plan and must remain up-to-date to continue on the plan in subsequent years.
4. **Payments will be collected on the first day of each month from August to January.** Payment amounts are estimated based on the most recent charges on the account and will be automatically adjusted once each year if deemed necessary.
5. Your annual Utility Bill will show all utility levies less accumulated instalments, the balance owing, or an overpayment on the account. An overpayment will be applied to the next years billing. There is no interest earned on this plan – it is offered for convenience only. The Utility Bill will also provide details of any revision to the withdrawal amount for the following year. No further notification will be sent by the City and mutual consent will be assumed unless the City is notified in writing 15 days prior to any withdrawal.
6. Dishonored payments are subject to a service charge (currently \$25.00). The fee may be increased in the future without prior notice. Your Instalment Plan may be terminated after two dishonoured payments within one year. The City may not provide notice of non-payment or cancellation.
7. An application may be submitted anytime between July and December. The last withdrawal will be Jan 1<sup>st</sup> of each year.
8. A "void" personalized cheque or Preauthorized Debit Form from your bank must be attached to this application and submitted to the City of Coquitlam by the 15<sup>th</sup> of the month prior to your requested start date.
9. Payments may be accepted from persons other than the registered owner however refunds will only be processed in the name of the registered owner(s) and only after issuance of the Utility Bill.
10. You have certain recourse rights if any debit does not comply with this agreement. For example, you have the right to receive reimbursement for any debit that is not authorized or is not consistent with this agreement. To obtain more information on your recourse rights, contact your financial institution.
11. **Withdrawal amounts are by estimate only**, based on the most recent billing. Your monthly withdrawal amount may be adjusted in subsequent years to reflect any expected increase/decrease to future rates.

**TO AVOID PENALTIES, YOU MUST PAY ANY BALANCE OWING ON OR BEFORE THE DUE DATE(S).**

The personal information collected on this form is collected in accordance with the *Freedom of Information and Protection of Privacy Act*. The City has authority to collect your information for the purposes of administering the Utility Instalment Plan. Should you have any questions or concerns about the collection of your personal information please call Revenue Services, at 604-927-3050.