

**UTILITY BUDGET PLAN**

**METHOD OF PAYING YOUR UTILITY ACCOUNT**

You may now enrol in the new budget plan to make equal monthly payments on your quarterly utility billings by filling out and signing this form and including a blank cheque/banking information for automatic withdrawal from your bank account.

- Your account must be paid in full to qualify for the plan. You will be advised if an entry payment is required for any monthly payment periods missed from the last quarterly bill.
- Your equal monthly payments are calculated based on the last 4 quarterly bills. You will be notified of your monthly payment.
- Payments will be automatically withdrawn from your bank account the 15<sup>th</sup> day of each month.
- There will be an annual adjustment to balance your account (Area 2: November, Area 3 December, Area 1 January) Any credit balances are not transferable.
- A \$40.00 administration fee and applicable penalties will be applied to account for payments that are dishonoured by your bank.

The City of Portage la Prairie reserves the right to cancel your payment plan at any time.

**MOVING?** Please give the City at least one week notice. Your "Final Bill" will not be paid by automatic withdrawal. It is your responsibility to supply the City with a forwarding address and to pay the account balance by cash or cheque.

Please call 204-239-8370 if you have any questions regarding the plan.

\*\*\*\*\*Complete, detach and return section below\*\*\*\*\*

**UTILITY BUDGET PLAN**

I/We hereby authorize the City of Portage la Prairie to withdraw funds from my bank account for monthly payments of my quarterly utilities account. (I hereby waive protest, presentation and notice of dishonour.)

**Applicant:** \_\_\_\_\_

**Owner:** \_\_\_\_\_ **Occupant:** \_\_\_\_\_

**Address of Property to be on Budget Plan:**

\_\_\_\_\_

**Telephone No: Home:** \_\_\_\_\_

**Business:** \_\_\_\_\_

**Dated:** \_\_\_\_\_

\_\_\_\_\_

**Signature(s) as required on cheques issued against account.**

Return to: City of Portage la Prairie, City Hall (open Monday to Friday, 9-4:30)

97 Saskatchewan Ave East, Portage la Prairie, MB R1N 0L8

**\*\*Please attach a sample Cheque marked Void\*\***

**Utility Account #:** \_\_\_\_\_