



# Pre-Authorized Plan Revision

171 Main St, Penticton, BC V2A 5A9  
Utilities: 250-490-2489 utilities@penticton.ca  
Taxes: 250-490-2485 tax.clerk@penticton.ca  
Fax: 250-490-2422

Utilities

Taxes

penticton.ca

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

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Utility Account Number: \_\_\_\_\_

Tax Folio: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### Check One:

- Change by bank account number (attach one of your cheques marked "VOID")
- Reinstate my participation in the pre-authorized payment plan with Utilities
- Change my monthly withdrawals for Utilities to \$ \_\_\_\_\_
- Change my monthly withdrawals for Taxes to \$ \_\_\_\_\_
- Cancel Participation in pre-authorization plan

\*NOTE: for taxes there are no refunds under this plan. Selling your property: Credit payments remain with the property and should be adjusted at the time of sale on the Statement of Adjustments prepared by the Lawyer or Notary.

\_\_\_\_\_  
Signature of Signing Authority

\_\_\_\_\_  
Date

### Please Note

**Utilities:** If you wish to change or cancel your participation in the pre-authorization plan, notification is required 5 days prior to the due date.

**Property Taxes:** If you wish to change or cancel your participation the pre-authorization plan and/or if you sell your property, notification of cancellation is required on or before the 1st of the month or prior to date of sale.

### OFFICE USE ONLY

FINANCIAL INSTITUTION INFORMATION: (Requires "VOID" cheque attached with completed form)

\_\_\_\_\_  
Name of Bank or Financial Institution

\_\_\_\_\_  
Branch Address

\_\_\_\_\_  
Branch #

\_\_\_\_\_  
Institution #

\_\_\_\_\_  
Bank Account #

\_\_\_\_\_  
Date Entered

\_\_\_\_\_  
Utilities Initials

\_\_\_\_\_  
Taxes Initials

FORMNO: (U) \_\_\_\_\_

(T) \_\_\_\_\_

White: Taxes

Yellow: Utilities

Pink: Customer