



APPLICATION FOR DISCONTINUANCE OF SERVICE

Please accept this Letter of Authorization to physically disconnect the Electricity or Electricity & Water at:

1) Service Address: _____
Street Number & Street Name Unit #

2) Effective Date: _____
(Mon to Fri - Excluding Stat Holidays/Services CAN be disconnect as early as 7:30 AM)

3) Name of person applying for discontinuance: _____

Account Holder's name: _____

4) Final Utility Bills to be sent to (Circle One): **SERVICE ADDRESS** or **MAILING ADDRESS** (as Indicated below)

Mailing Address: _____
Address Unit #

City Province & Postal Code

5) Telephone: Home: _____ Bus: _____ Cell: _____

6) Required are **TWO** pieces of Signature ID AND a photocopy of both must be included with application (Example ID's are Drivers Licence~Health Card~Passport)

ID #1 Type	ID No.	ID#2 Type	ID No.

7) Applications received prior to 4:30 pm can be processed the next business day.

8) I have read the above paragraph and understand the Billing and Payment terms as stipulated and have entered all information requested, I hereby request the supply or discontinuance of service at the above address on the date specified herein. I acknowledge that the electrical energy and/or water supplied is subject to the bylaws, conditions and regulations of the City. I authorize and permit the duly authorized employees of the City to enter the said premises to connect or disconnect as required. I agree to protect and indemnify the City against any claim for damages or otherwise by reason of supplying or failure to supply electrical energy or water to the said premises." Should you possess emergency (i.e. life support) equipment on the premises, please ensure we are informed in writing of this fact.

By checking this check-box, I am acknowledging that I am the authorized person on this account.

Signature: _____ Date: _____

Office Use Only: Date Received Stamp Notes:	Date	Processed: _____ Clerk Initials: _____
--	------	---

Personal information requested as part of this application is being collected under the authority of provincial/municipal legislations/bylaws/regulations/policies. The information may be released to a member of the public, Canada Revenue Agency, the RCMP or other agencies under the Freedom of Information and Privacy Protection Act (F.O.I.). For more information, please contact the F.O.I. Coordinator, 171 Main St, Penticton BC V2A 5A9 (250) 490-2400. If you are a tenant, please be advised that the Registered Owner of the above noted property has access to all utility account information contained therein.

CITY OF PENTICTON BILLING METHODS:

Electric meters are read monthly and consumption billed monthly. There is a basic electric charge per month for residential service plus applicable consumption costs and GST.

If applicable, there is a basic water charge per month for residential service based on the meter size plus applicable consumption costs.

CITY OF PENTICTON PAYMENT METHODS:

1) A Pre-Authorized Payment Plan is available where a cheque marked "VOID" is required to be brought into City Hall and application is completed, payments will be automatically withdrawn each month on the due date provided.

2) Internet Banking: Due to Policy that payments MUST BE RECEIVED AT CITY HALL by due date to be entitled the discount, any Online Banking, Telebanking or through Bank Tellers require to be paid three to five (3-5) business days in advance to allow banking process times.

3) Cashiers at City Hall 8:30am to 4:30pm weekdays.

4) Outside Drop Box open 24 hours for non-cash payments, located outside doors of City Hall.

5) Drop Boxes at CIBC – Cherry Lane Shopping Centre or Valley First Credit Union – Peachtree Square
(Payments must be in prior to 1:00pm for payment to be received on that date, otherwise it will be processed following day)

6) Via Canada Post Mail or Courier