

Property Address: _____

Name: _____
Bank Account Holder (Last Name, First Name)

Phone: _____
Home Work Cell

Name: _____
Joint Bank Account Holder (Last Name, First Name)

Phone: _____
Home Work Cell

Email Address: _____

Branch Transit Number Financial Institution Deposit Account Number

For Office Use Only

Date Entered: _____ yy/mm/dd Withdrawl Date: _____ yy/mm/dd
Unpaid Amount: _____ Entered By: _____

Received by:
Fax
Mail
Email
In Person

* Please Check One:
New Application
Change of Information

Financial Institution Name: _____

Branch Address: _____

I/we authorize the City of Saskatoon and the financial institution designated (or any other financial institution I/we may authorize at any time) to debit the bank account identified above each month for regular monthly payments, and/or for any one-time payments of all charges billed to my City of Saskatoon Utility Statement. The withdrawal day will be selected by the City of Saskatoon based on the billing day of my utility account. The actual withdrawal date at my financial institution may vary slightly but I will ensure that my account has sufficient funds on deposit for the payment of my Utility Statement. The City of Saskatoon will provide 10 (ten) days written notice of the amount of each regular debit.

The City of Saskatoon will debit my bank account for any amount outstanding in my utility account if my balance is not zero (\$0.00) when this application is received for processing. If at any time my account balance is lower at my withdrawal date than the amount noted on my statement, the lower amount will be debited and I will be notified on my next Utility Statement. I waive my right to be notified ten (10) days in advance of these withdrawal amounts.

I/we have certain recourse rights if any debit does not comply with this agreement. For example, I/we have the right to receive reimbursement for any Pre-Authorized Debit (PAD) that is not authorized or is not consistent with this PAD agreement. To obtain more information on your recourse rights, contact your financial institution or visit <https://payments.ca/>.

This authority is to remain in effect until the City of Saskatoon has received **written** notification from me/us of its change or termination. This notification must be received at least ten (10) business days before the next debit is scheduled. I/we may obtain a sample cancellation form, or more information on my/our right to cancel a PAD Agreement, at my/our financial institution or by visiting <https://payments.ca/>. **Direct Debit cancellation forms are available online at www.saskatoon.ca or through the contact information listed below.**

Signature of Bank Account Holder

Signature of Joint Bank Account Holder

Name: _____
(please print)

Name: _____
(please print)

Date: _____

Date: _____

Mailing Address: _____

Postal Code

Please submit completed application by email, mail, fax, or in person; include a sample cheque marked "Void" and payment if applicable.

Telephone: (306) 975-2400 or 1-800-667-9944 Monday to Friday, 8:30 am to 5:00 pm **Email:** revenue@saskatoon.ca
Mail: City of Saskatoon, PO Box 1788, Saskatoon, SK S7K 8E1 **Fax:** (306) 975-7975
Visit: Customer Service, Main Floor, City Hall, 222 3rd Avenue N, Monday to Friday, 8:00 a.m. to 5:00 p.m.

Direct Debit

Pay your City of Saskatoon Utility Statement by Direct Debit automatic withdrawal from your bank account whether you choose eBill or paper bills, EPP or variable monthly billing.

There are no fees for Direct Debit but regular bank service charges may apply. Credit cards and line of credit accounts may not be used for Direct Debit.

Apply for Direct Debit by submitting this application with your banking information by email, mail, fax, or in person.

Equalized Payment Plan

The Equalized Payment Plan (EPP) allows you to pay the same amount each month for utilities no matter what payment method you use.

EPP monthly amounts are based on the usage at your address over the past three years. Each month you will receive a utility statement that displays your current usage, the EPP amount billed, and your EPP Balance (the amount to be billed or the credit in your favour).

You may request EPP by phone or in person; no signature is required.

Check the Equalized Payment Plan section on your statement each month. Contact us if your EPP Balance (debit or credit) is more than two times your EPP monthly amount.

Your EPP Balance may be a credit in your favour but it may also represent a balance to be billed. If you have used fewer utilities than your billed EPP amounts, the EPP Balance will be a credit in your favour. If you have used more utilities than your billed EPP amounts, the EPP Balance will be a debit amount that will be charged to you during your settle-up month.

Your EPP monthly amount may need to be adjusted during your EPP year.

If your utility consumption is higher or lower than we had anticipated, it may be appropriate to increase or decrease your EPP monthly amount. For example, if you install a service in your home that will significantly increase your utility usage, such as a hot tub or an air-conditioning unit, please request a review of your EPP monthly amount to avoid a large settle-up bill.

EPP is settled up once a year and a new EPP monthly amount is selected for the next year.

If you have used less utilities than were billed in EPP instalments, your settle-up bill may be a credit that is applied to your next month's bill. If you have used more utilities than billed in EPP instalments, the settle-up bill may be larger than your previous EPP bills.

EPP accounts need regular meter readings; meter readings will help to ensure that the EPP monthly amount is appropriate for your account.

Submit Meter Readings Online
www.saskatoon.ca

Direct Debit or EPP Cancellations

Please provide two weeks notice before your next withdrawal date if you wish to change bank information for Direct Debit or to cancel your plan. Cancellation and Change Bank Information forms are available online at www.saskatoon.ca.

EPP may be cancelled by phone, email, fax, mail or in person and the EPP Balance (debit or credit) will be applied to your next utility statement.

Convenient Utility Payment & Billing Options



My Utility Account

Online Information & eBill
www.saskatoon.ca

