



# Metered Utility Auto-Debit Payment Plan

**Pay your metered utility charges through one automatic withdrawal on the due date!**

***Sign up today for this FREE convenient service!***

- ✓ Never miss a due date
- ✓ No administrative charges
- ✓ No more mailing in cheques or waiting in line

The Metered Utility Auto-Debit Payment Plan authorizes the City of Surrey to automatically withdraw your utility account balance on each billing due date from your bank account at any Canadian financial institution.

To apply:	Complete and submit the application form below along with a "VOID" cheque or <i>Direct Withdrawal Request Form</i> from your bank.
Payment amount:	The payment amount will be the balance provided on your metered utility bill sent every four months. The payment amount is based on your water consumption each period.
Payment withdrawal dates:	This application will be applied to the next billing period. You will have to make a payment for the current period. Future payments will be debited directly from your bank account on the "Due Date" as indicated on your notice.
Dishonoured payments:	A service charge and a late payment penalty will be applied for payments dishonoured by the bank. The City will cancel your enrollment in the Auto-Debit Payment Plan if your financial institution does not honour two consecutive withdrawals.
Requesting changes:	The City must be notified in writing, two weeks prior to a payment date, if property owners are: <ul style="list-style-type: none"> <li>• Selling the property</li> <li>• Changing bank accounts, branches or banks</li> <li>• Cancelling the Auto-Debit Payment Plan</li> </ul>

**Please complete this form and return with a "Void" cheque to:**

**City of Surrey, Property and Payment Services, 13450 104 Ave, Surrey BC V3T 1V8  
Phone: 604-591-4181 Fax 604-591-4488 Email: PropertyTaxesAndUtilities@surrey.ca**



**CITY OF SURREY METERED UTILITY AUTO-DEBIT PAYMENT PLAN APPLICATION FORM**

***For New Applicants Only***

Utility Account No:	Property Address:
Property Owner(s):	Mailing Address:
Home Phone:	City/Postal Code:
Alternate Phone:	Email Address:

**This form will be accepted for the NEXT billing period. Please make a payment for the current charges.**

I/We have read and understood the ***terms and conditions on the reverse*** and hereby authorize the City of Surrey to debit my/our bank account the balance owing on the above utility account on the billing due date. This authorization may be cancelled at any time with two weeks written notice.

Signature:	Date	<b>MUST ATTACH VOID CHEQUE</b>
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