



City of Maple Ridge Utility Pre-Authorized Withdrawals (UPAWS)

www.mapleridge.ca

Tel: 604-467-7316

Email: prepayment@mapleridge.ca

Signing up for UPAWS authorizes the City of Maple Ridge to automatically withdraw from your bank account the balance owing on your quarterly Utility bill on the due date.

Property Address: _____ **Utility Account:** _____

Name of: **Owner** **Tenant:**

Mailing Address: _____

City: _____ **Province:** _____ **Postal Code:** _____

Home Phone: _____ **Alternate Phone:** _____

Email: _____

A personalized void cheque or a bank stamped pre-authorization debit form must be attached.

Terms and Conditions:

1. New applicants must submit an agreement form 15 business days prior to next billing date.
2. UPAWS automatically continues until the City is advised to cancel or alter information.
3. The applicant(s) may cancel UPAWS by giving the City 15 business days prior written notice. Upon termination, payment of bills will be made in the normal fashion.
4. The applicant(s) will notify the City to discontinue UPAWS on a sale or transfer of the property.
5. UPAWS payments are not refundable. If a property is sold, any credit must be accounted for in the Vendor's Statement of Adjustments.
6. The City may cancel the applicant(s)'s use of UPAWS if the applicant(s)'s financial institution refuses to honour three consecutive payments.
7. The City may impose and collect a service charge on any dishonoured payments.
8. The applicant(s) must give the City written notice of any change in financial institution or account information at least 15 business days before the next payment due date.
9. The applicant(s) delivery of this agreement to the City will constitute delivery to the applicant(s) financial institution. The applicant has certain recourse rights if any debit does not comply with this agreement. For example, they have the right to receive reimbursement for any debit that is not authorized or is not consistent with this agreement. To obtain more information on your recourse rights, contact your financial institution or visit www.payments.ca.

I/We authorize the City of Maple Ridge to deduct the balance due on metered utility due dates from my/our financial institution account. I/We agree to the terms and conditions on this form.

Signature: _____ **Date:** _____

Signature: _____ **Date:** _____

<u>OFFICE USE ONLY</u>		
Send copy to Owner for their records:	Yes	No

Submit Completed Application & Void Cheque By Mail / Drop Box / In Person / Email:
City of Maple Ridge, Revenue Services, 11995 Haney Place, Maple Ridge, BC V2X 6A9