



# Utility Auto Withdrawal Plan Authorization Form

**District of North Vancouver  
Revenue & Taxation Department**

355 West Queens Rd, North Vancouver, BC V7N 4N5

Questions about this form: Phone: 604-990-2311 or Email: [billing@dnv.org](mailto:billing@dnv.org)  
Form submission: Mail or Email to address above or Fax: 604.987.7160

**COMPLETION: To ensure legibility, please complete (type) online then print. Sign the printed copy and submit to the department and address indicated above.**

## Contact Information

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

Service address: \_\_\_\_\_

Name: \_\_\_\_\_  
Last Name, First Name and/or Business Name

\_\_\_\_\_ Mailing Address

\_\_\_\_\_ Postal Code

\_\_\_\_\_ Phone

\_\_\_\_\_ Cell

\_\_\_\_\_ Fax

\_\_\_\_\_ email

## Banking Information

**Note: a VOID cheque must be attached to this form**

Payments made on behalf of:

An individual

A business

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

Branch Transit Number: \_\_\_\_\_  
(5 digits)

Financial Institution Number: \_\_\_\_\_  
(3 digits)

Chequing Account

Savings Account

Financial Institution Name: \_\_\_\_\_

Financial Institution Branch Address: \_\_\_\_\_

## Utility Auto Withdrawal Plan Authorization Form

### Utility Auto Withdrawal Plan Terms & Conditions

1. The Agreement Holder understands that the Utility Auto Withdrawal Plan is for the convenience of the property owner and/or tenant. The District of North Vancouver (District) relies on the representation constituted by this authorization that the agreement holder's bank account shall be in good standing with sufficient funds to cover such pre-authorized debits as they become due and payable.
2. Before admission into the Utility Auto Withdrawal plan, all outstanding utility amounts must be paid.
3. The "amount to be withdrawn" shown on each Monthly/Quarterly Utility invoice will be automatically withdrawn on the "due date" per the Utility invoice. A minimum of 10 calendar days advance notice of the amount and date of each withdrawal will be provided on the Monthly/Quarterly Utility invoice.
4. If the agreement holder's financial institution has not honoured a pre-authorized payment, an administration fee, set by the District will be charged on the next Utility invoice and automatically withdrawn on the indicated due date.
5. If two consecutive pre-authorized payments are dishonoured by the agreement holder's financial institution, the plan will be terminated by the District. The plan can be re-instated upon receipt of a new Utility Auto Withdrawal Authorization form.
6. Changes to the Utility Auto Withdrawal Plan:  
The agreement holder must provide the District with written notice at least 10 days prior to the next pre-authorized payment date to make amendments to the bank account information or financial institution information.
7. Cancellation of the Utility Auto Withdrawal Plan:  
The agreement holder must provide the District with written notice at least 10 days prior to the next pre-authorized payment date to cancel the Utility Auto Withdrawal Plan. **Upon cancelling the plan, any balance due thereafter shall be payable directly to the District of North Vancouver.** *To obtain a cancellation form, please visit our website at [www.dnv.org](http://www.dnv.org) and go to "forms and information online". For more information on your right to cancel a PAD agreement, contact your financial institution or visit [www.cdnpay.ca](http://www.cdnpay.ca).*
8. Metered utility account holders who are ceasing tenancy and/or ownership must inform The District of North Vancouver Revenue & Taxation Department in writing and request an interim meter reading. **Upon completion of the interim meter reading, a final invoice will be issued and will be payable directly to the District of North Vancouver and will not be automatically withdrawn from the utility account holder's bank account.**
9. Miscellaneous payments made to a utility account prior to the due date will not reduce the amount of the current month's auto withdrawal. The payment will be credited to the account and will be reflected in the following month's auto withdrawal.
10. This plan does not include any payment or pre-payment of property taxes.

**Utility Auto Withdrawal Plan Authorization Form**

***I/we hereby authorize the District of North Vancouver (the "District") to withdraw from my bank account indicated above, the balance owing on the above noted utility account as of the due date indicated on each utility billing invoice. I/we have read and agree to the terms and conditions of this PAD agreement.***

Signature(s)

\_\_\_\_\_  
Applicant  
(all signatories as authorized on  
VOID cheque must sign)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Applicant  
(all signatories as authorized on  
VOID cheque must sign)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Applicant  
(all signatories as authorized on  
VOID cheque must sign)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Date)

**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 PAD Agreement. To obtain more information on your recourse rights, contact your financial institution or visit [www.cdnpay.ca](http://www.cdnpay.ca).**

**OFFICE USE ONLY**

- Name(s) on cheque same as applicant(s)'
  - No outstanding balance
  - Entered in system \_\_\_\_\_ (initials)
- PAWS Reference # \_\_\_\_\_
- Date \_\_\_\_\_

**OFFICE USE ONLY  
RECEIVED DATE STAMP**

The personal information collected on this form is done so pursuant to the Community Charter and/or the Local Government Act and in accordance with the Freedom of Information and Protection of Privacy Act. The personal information collected herein will be used only for the purpose of processing this application or request and for no other purpose unless its release is authorized by its owner, the information is part of a record series commonly available to the public, or is compelled by a Court or an agent duly authorized under another Act. Further information may be obtained by speaking with The District of North Vancouver's Manager of Administrative Services at 604-990-2207 or at 355 W Queens Road, North Vancouver.