



(For office use only)
Premise#

CITY OF PORT ALBERNI
PRE-AUTHORIZED PAYMENT PLAN – WATER ACCOUNTS
AUTHORIZATION OF THE PAYOR (WATER CUSTOMER)
TO THE CITY OF PORT ALBERNI TO DIRECT DEBIT A BANK ACCOUNT

INSTRUCTIONS:

1. Please complete all sections in order to instruct your financial institution to make payments directly from you bank account.
2. Return the completed form with a blank cheque marked “VOID” to the City.
3. If you have any questions, please write or call the Utilities Clerk at City Hall 723-2146.

PAYOR (WATER CUSTOMER) INFORMATION (please type or print clearly):

Payor Name(s):	Mailing Address:
Service Address:	
Phone Number(s):	
Signature of Payor:	Date:

PAYOR FINANCIAL INSTITUTION/BANKING INFORMATION (please type or print clearly):

Institution Number	Branch Number	Account Number
Name of Financial Institution:		
Branch:		
Branch Address:		
City/Province	Postal Code:	

PAYEE INFORMATION: **CITY OF PORT ALBERNI**
CITY HALL
ATTN: UTILITIES CLERK
4850 ARGYLE STREET
PORT ALBERNI BC V9Y 1V8
PH: 723-2146 FAX: 723-1003