



UTILITY ACCOUNT APPLICATION

The Town of Fort Macleod provides residents with water, sewer and solid waste services with monthly invoicing and flexible ways to make your utility payments. Utility Clerk contact information: utclerk@fortmacleod.com or 403-553-4425.

New Application Tenant Application Trustee/Executor (hard copy required) Date: _____

Account Type:

Residential Commercial Industrial Institutional Municipal

Name: _____ Phone: _____

Mailing Address: _____ Street Address _____

Email (print clearly): _____

Account Number: _____ Possession/Change Date: _____

Signature _____

Note: The Town requires a Change of Ownership notification as proof of possession date to ensure accurate billing cutoff.

Would you like to sign up for e-billing? Yes No

By signing below, I signify that I, the account holder, have read and agree to the terms as follows:

- The utility invoice will be provided to the subscriber as a PDF attachment via the email address supplied.
- It is the account holder's responsibility to provide the correct email address to the Town and to inform the Town, in writing, of any changes to that email address.
- Non-receipt is not justification for late payment (and penalties will NOT be waived as a result).**
- When you agree to the terms and conditions of this service you will no longer receive a paper copy.

Print Name: _____ Signature _____

Would you like to sign up for monthly utility preauthorized withdrawals? Yes No

The Town of Fort Macleod offers you a simple, easy method of payment through our Utility Payment Plan (UPP).

How will you know what withdrawals are being made from your bank account?

Under the UPP, you will continue to receive a monthly bill showing the amount that will be withdrawn on the 25th day of the month or the following business day if the 25th falls on a weekend or holiday. Use the time between receiving the bill and its withdrawal date to ensure the bill's accuracy. There is a \$50.00 NSF charge on NSF UPP withdrawals.

What if you move, change banks, or decide to cancel the plan?

If for any reason you need to change or cancel the UPP, send the request in writing to the Utility Clerk at the Town Office. Please give us your changes a minimum of five (5) working days prior to the next UPP withdrawal date.

***To complete application of UPP please provide either a void personalized cheque or bank printout showing your banking information.**

Print Name: _____ Signature _____