

What if my banking information changes?

If you change any of your banking information, please advise the Utilities department at least 15 days before the next payment is due.

How can I join the Plan?

If you wish to apply to join the Utilities Pre-Authorized Payment Plan, simply contact the Town of Legal Office for the Utilities Pre-Authorized Payment Plan application form.

Once the application form has been completed, with a sample cheque marked "VOID" (if funds are to be withdrawn from your chequing account), or have your financial institution complete a portion of the application form, and return it to the Town of Legal.

The Town must receive your application at least 15 days prior to your first payment date. Additional forms are available at the Town Office.

For more information about

Utility Services

Contact the Utility Department at the
Town of Legal at:

Phone: 780-961-3773

Fax: 780-961-4133

Email: main@legal.ca

or visit our website at www.legal.ca
(under 'Services' - 'Utilities')



www.legal.ca



Utility
Pre-Authorized
Payment
Plan

What is the Utilities Pre-Authorized Payment Plan?

The Utilities Pre-Authorized Payment Plan is an option which allows municipal utility customers in the Town of Legal to pay their utility bills automatically.

What is the advantage of the Plan?

Many people find it inconvenient to pay bills by cheque or in person at financial institutions. **Automatic payment ensures that your utility bill is paid on time, which would be on the 15th day for the billing period, assuming sufficient funds are in your bank account.**

You can join the Plan if...

- Your utility account is not in arrears
- You have banking privileges at a financial institution (bank, trust company, treasury branch or credit union)
- You currently receive utility services from the Town of Legal

How does the plan work?

BI-MONTHLY:

Your utility bill will be issued bi-monthly on the 21st day of January, March, May, July, September and November.

Payments will automatically be withdrawn from your bank account on the 15th day of February, April, June, August, October and December.

MONTHLY:

Your utility bill will be issued on the 21st day of each month.

Payments will automatically be withdrawn from your bank account on the 15th day of each following month.

You must give written permission before the withdrawals will begin. The Town of Legal does not charge for this service, however, bank service charges may apply.

How do I withdraw from the Plan?

You may withdraw from the plan by giving notice at least 15 days before the next payment date. If you withdraw or your plan is cancelled, unpaid bills become due and payable, and are subject to all applicable fees and penalties.

What if I miss a payment?

If any payments are missed, the Town of Legal may cancel the agreement and request payment of the total outstanding amount plus applicable penalties and/or administrative fees.

What if I move?

If you are on the Plan and sell your property or move, please inform the Utilities department at 780-961-3773 at least 15 days prior to your next payment. You are responsible for the utility bills for your property until the utilities department confirms that final billing has been issued.

