

Policy Title	Effective Date	Updated to	Policy Number
Utility Billing Pre-Authorized Payment Plan	September 25, 2017	November 22, 2021	7.2

Purpose:

The Utility Billing Pre-Authorized Payment Plan (UB PAP) is a payment plan that enables utility customers to have the monthly utility bill payment taken directly from a bank account and credited to the customer’s utility account.

Policy:

1. The payment amount is based on the current utility bill. The utility customer will continue to receive a monthly utility invoice and the payment will be withdrawn directly from the customer’s bank account on the working day closest to the 25th day of each month.
2. The utility customer will not be contacted in any other manner before the payment is withdrawn, other than by the mailed or emailed monthly utility invoice. As the payment is based on the current utility bill, the amount taken may fluctuate depending on the utility customer’s usage.
3. In order to sign up for the UB PAP program, participants must fully complete the application form and return it to the Town Office at least two weeks prior to the 25th day of the month.
4. If a payment is missed, the Town of Nipawin has the right to cancel the agreement. A \$15 service charge will be applied to any payments returned by a financial institution.
5. Participants will automatically be renewed for the program in subsequent years.
6. A minimum of two (2) week’s written notice prior to the next payment date is required for any of the following:
 - Financial Institution account changes
 - Withdrawal from the UB PAP program
 - Sale of property



Mayor



Chief Administrative Officer

