



CYPRESS COUNTY

816 - 2nd Avenue, Dunmore
Alberta T1B 0K3
Phone: (403) 526-2888
Fax: (403) 526-8958
www.cypress.ab.ca

UTILITY EQUALIZED PAYMENT PLAN (EPP)

Utility Account: _____ Previous Year's Total: _____

Type of Service: Personal Business

Name(s): _____ Monthly Payment: _____

Address: _____ Start Month: _____

Hamlet: _____ Telephone: _____

Financial Institution (FI): _____

FI Account Number: _____ FI Transit Number: _____

(Branch - 5 digits; FI - 3 digits)

ATTACH VOID CHEQUE OR AUTHORIZED BANK ACCOUNT INFORMATION

1. For payments under the Utility Equalized Payment Plan, I authorize Cypress County and its Financial Institution to debit my account listed above:
 - i. For utilities payable to Cypress County on the above noted utility account
 - ii. In the amount of the monthly payments shown above, on the 20th day of beginning on the date each month indicated above of the Utility Equalized
 - iii. Which amount may increase/ decrease pursuant to the provisions of the Utility Equalized Payment Plan
2. A specimen cheque for my account marked "VOID" is attached to the Application/Pre-Authorized Debit Form.
3. This Authorized Debit and Utility Equalized Payment Plan may be cancelled upon written notice by me, not less than 14 days prior to the next due date.
4. I acknowledge that in the event any payment is not honoured, my participation in the Utility Equalized Payment Plan may be cancelled.
5. In the event of a sale of the above noted property, I will notify Cypress County in writing not less than 14 days prior to the next due date, to arrange cancellation of my payment.
6. In the event I change my bank account, I will notify Cypress County in writing and complete a new Application/Pre-Authorization Debit Form not less than 14 days prior to the next due date and provide a current cheque marked "VOID".
7. All persons, whose signatures are required to sign on the bank account listed above, have signed this agreement below.

I/We hereby authorize a debit in the amount stated above, with latitude for adjustments in accordance with the Utility Equalized Payment Plan, to be drawn on my/our account on the 20th day of each month commencing on the start month as previously stated.

Date

Signature

Signature

Cypress County Utility Equalized Payment Plan (EPP)

Sign up to pay your utility bills in monthly installments

WHAT IS EPP?

EPP is the Utility Equalized Payment Plan by which utility customers pay their utilities in equal monthly installments by pre-authorized transfer of funds from their bank account.

WHY SHOULD YOU USE EPP?

EPP breaks the utility payments into 12 monthly payments to make budgeting easier. Regular payment is assured. If you are on vacation, out of town on business/vacation, or sick, your payment will be made on time. Convenient and reliable method of ensuring that your utility bill is paid.

WHO CAN USE EPP?

All utility customers are eligible providing the utility account is paid in full before going on the plan.

HOW DOES EPP WORK?

Payments may start any month on the 20th day and every month thereafter. Monthly payments for March - January or April - February (depending on your utility billing schedule) shall be equal to 1/12 the utility total from the preceding year. February or March is the "settle-up" month. You will receive a letter showing the "settle-up" amount. This amount must be paid by the due date. Cheques will be issued for credit balances.

HOW DO YOU APPLY FOR EPP?

To apply for EPP, complete and sign the Preauthorized Debit Application form (see reverse), attach a void cheque and return to Cypress County's office.

WITHDRAWAL FOR CANCELLATION

You may withdraw from EPP by giving written notice not less than 2 weeks before the next payment date. If any monthly payments are missed Cypress County has the option to cancel the EPP agreement. If you withdraw, or Cypress County cancels your EPP agreement, all unpaid utilities become due and payable and are subject to shut offs in accordance with utility bylaws. Any payments that are dishonoured by the bank are subject to a \$20.00 service charge, which will be applied to your account.

There is no cost for the service. Interest is not paid on any credit accumulated on your account and no accounts are shut off unless the "settle-up" month remains outstanding.

Once you are on EPP you will be automatically renewed on the plan each year.