

The Comox Valley Regional District (CVRD) offers a pre-authorized payment option to make paying your utility invoices easier. Complete the form below to authorize the CVRD to withdraw your invoice total automatically from your bank account. If you have questions about the agreement, please call 250-334-6000.

How to apply:

- Read the **agreement terms and conditions**
- **Complete** and **sign** the agreement
- Include a cheque marked “void” **or** a document from your financial institution
- Submit both items **30 days before the next payment date** by one of the following methods.
 - Mail: Comox Valley Regional District, 770 Harmston Ave, Courtenay, B.C. V9N 0G8
 - Email: utilities@comoxvalleyrd.ca
 - In person: 770 Harmston Ave in Courtenay

Customer Information (Please print clearly)

Name(s):		Utility Account Number:	
Civic Address:		Owner:	
		Tenant:	
Mailing Address (if different than civic):		Personal:	
		Business:	
Day Phone:	Other Phone:	Email address:	Receive invoices by email

Pre-Authorized Debits (PAD) Agreement Terms and Conditions

1. To be accepted for the payment program, an eligible Payor must make application to the Collector by completing and returning a Pre-Authorized Debit (PAD) Agreement and have chequing account privileges at a financial institution in Canada.
2. New agreement forms must be submitted at least thirty (30) days before the next billing date.
3. You, the Payor, authorizes the Comox Valley Regional District (CVRD) to debit the bank account provided for the balance of your invoice, on the applicable monthly, quarterly or annual payment due date.
4. This authority is to remain in effect until the CVRD has received written notification from you of its change or termination. This notification must be received at least thirty (30) days before the next payment. The sale of property DOES NOT result in automatic termination of this agreement.
5. The payor(s) must give the CVRD written notice of any change in financial institution or account information at least 30 days before the next payment due date.
6. You have certain recourse rights if any debit does not comply with this agreement. For example, you have the right to receive reimbursement for any debit that is not authorized or is not consistent with this PAD Agreement. To obtain more information on your recourse rights, contact your financial institution or visit. www.payments.ca
7. The CVRD may cancel the payor(s)'s use of pre-authorized payment if the payor(s)'s financial institution refuses to honour two consecutive payments.
8. The CVRD will impose and collect a service charge on any dishonoured payments.

A cheque marked “void” or a document from your financial institution MUST be provided.

Authorized Signature: _____ Date: _____

Authorized Signature: _____ Date: _____