



UBC Facilities | Energy & Water Services

Equal Payment Plan application form

UBC Facilities' Energy and Water Services provides customers with the option to sign-up for an Equal Payment Plan program which allows you to make equal monthly payments throughout the year in order to assist with your monthly budgeting. To sign-up for this program, please read the Terms and Conditions and complete the Authorization form for Equal Payment Plan below.

Terms and Conditions:

1. In order to qualify for the plan you must have a minimum of 12 months of billing history with Energy and Water Services in order for a monthly amount to be determined.
2. The monthly installment amount will be calculated by taking the average of your previous 12 months of billing history.
3. After one year your monthly installment amount will be recalculated based on your prior years usage and a new amount will be billed on your next monthly payment. If your total annual usage increased then your monthly payment will increase. If your total annual usage decreased then your monthly payment will decrease.
4. Your Balance to Date will be provided to you on a monthly basis to keep you informed of how much you have paid compared to your utility charges. At the end of one year if you have used more services than paid a debit balance will be shown and charged against your next months bill. If you used less services than paid a credit balance will be shown and applied against your next months bill.
5. Energy and Water Services reserves the right to remove you from the equal payment plan and will provide notice within 5 business days of the removal.
6. Removal from the plan does not impact your obligation to pay account balances in full by the due date.
7. By signing this authorization form you confirm that you have read and understand the terms of this agreement.
8. If you wish to be removed from the equal payment plan contact Energy and Water Services at utilities.billing@ubc.ca.
9. Any questions regarding the program are to be directed to Energy and Water Services at utilities.billing@ubc.ca or by calling 604-822-9445.

Authorization form for Equal Payment Plan

ACCOUNT HOLDER INFORMATION:

Account Holder Name:

Account Number (10-digit number located in your most recent invoice on the upper right-hand corner):



Service Address:

Mailing Address: (if different from Service Address)

Email Address:

Phone:

BANKING INFORMATION:

Account Number:

Transit Number:

Financial Institution Number:

AUTHORIZATION:

- I certify that I am the account holder or joint account holder:
- I have read and agree to the Terms and Conditions below and authorize UBC Facilities' Energy and Water Service department to make pre-authorized withdrawals from my/our bank account for payment of utility charges.

SIGNATURE

Account Holder Name: _____ Date: _____

Account Holder Name: _____ Date: _____

To complete enrollment in the program, email the completed form along with a void cheque or a direct bank deposit form to utilities.billing@ubc.ca. Please save a copy of the completed form for your personal records.