



UBC Facilities | Energy & Water Services

Pre-authorized payment application form

UBC Facilities' Energy and Water Services provides customers with the option to pay their utility bills automatically through pre-authorized withdrawals from their bank accounts. To request this service, please read the Terms and Conditions and complete the Authorization form for Pre-authorized Payment below.

Terms and Conditions:

1. By enrolling in this plan, a pre-authorized payment will be withdrawn from your bank account on your billing due date in the amount necessary to pay the full amount of your utility account.
2. Your financial institution will withdraw the full amount from your account without notifying you in advance and it is your responsibility to ensure that adequate funds are available prior to withdrawal.
3. In the event of a change in your banking information you are required to notify Energy and Water Services at least 7 business days prior to the next withdrawal date.
4. Energy and Water Services reserves the right to remove you from the pre-authorized payment plan and will provide notice within 5 business days of the removal.
5. Removal from the plan does not impact your obligation to pay account balances in full by the due date. Any late payments will be charged the standard late payment fee.
6. By signing this authorization form you confirm that you have read and understand the terms of this agreement.
7. If you wish to be removed from the pre-authorized payment program contact Energy and Water Services at utilities.billing@ubc.ca.
8. 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 Pre-authorized Payment

PRE-AUTHORIZED PAYMENT PLAN SELECTION:

New Pre-authorized Payment Application:

Update Banking Information:

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.