



TOWN OF CANORA
THE HEART OF GOOD SPIRIT COUNTRY

Box 717 418 Main Street
Canora, Sask., S0A 0L0
306-563-5773
townofcanora@sasktel.net

UTILITY CHANGE FORM

Service (civic) address:			
	<input type="checkbox"/> Connect	<input type="checkbox"/> Disconnect	(Please check one)
Effective date:		Time:	
	<input type="checkbox"/> Property owner	<input type="checkbox"/> Renter	(Please check one)
Name on account:			
Mailing address:			
Phone number:			
Email address:			
Valid SK ID number:			
Do you wish to receive bills and receipts via email?		Do you wish to make payment by pre-authorized debit?	
<input type="checkbox"/> Yes		<input type="checkbox"/> Yes	
<input type="checkbox"/> No		<input type="checkbox"/> No	
		(Please provide banking info on back)	
OFFICE USE ONLY			
Meter deposit \$200	<input type="checkbox"/> paid	Receipt _____	Water reading _____
Connection fee \$50	<input type="checkbox"/> paid	Receipt _____	<input type="checkbox"/> Apply to bill
Read only <input type="checkbox"/>		Open and read <input type="checkbox"/>	Close and read <input type="checkbox"/>
Notes:			

- *You must contact the office directly to confirm a specific time to meet at the property. Owner/tenant(s) are to be in attendance during turn-on or shut-off to ensure no valves or taps are open or leaking.
- *Connections or disconnections are not made after 4 p.m. Monday to Friday, or on holidays or weekends.
- *A minimum of 24 hours notice is required.
- *Please ensure all fields are completed to ensure timely service.

CUSTOMER ACKNOWLEDGEMENT AND CONSENT

I acknowledge that I have read and understand this document, and authorize, if applicable, Town of Canora to provide specific municipal notices, including my utility invoice(s), via email. I understand that I will not receive paper invoices if enrolled for e-mail services. If I am not the registered property owner, I understand that a copy of my utility invoices will be forwarded to the registered owner.

Account holder signature

Date

Utility deposit and connection fees:

A refundable meter deposit of \$200 is payable in advance for rental accounts.
A non-refundable connection fee of \$50 is payable in advance for all accounts.

Email notice acknowledgements:

- Failure to receive an e-mailed municipal notice or invoice does not release me from my responsibility to pay any charges specified on the notice or invoice, or any penalties which may be incurred by late payment. I fully understand that it is my responsibility to notify Town of Canora if I do not receive my e-mail notices.
- Cancellation of e-mail notices does not constitute cancellation of services and the customer shall be liable for any past, present or future amounts owing.
- I certify that the information provided is correct. I will inform Town of Canora of any change in my e-mail address, in writing, as soon as possible, to prevent the misdirection of notices and reduce the risk of my not receiving a notice.
- I fully understand that notices can only be sent to one e-mail address.
- I may withdraw from e-mail delivery at any time by informing Town of Canora in writing.

Direct withdrawal information:

(Please complete if you require pre-authorized payments)

Account holder name:	
Bill card number:	
Name of bank:	
Bank account number:	
Bank route number:	
Bank transit number:	