

Utility Service Termination

Termination Date: _____ Service Address: _____

Account Holder(s) Name: _____

Telephone Home/Cell: _____ Email: _____

Pre-Authorized Payments: Please notify staff if you are on pre-authorized payments so the appropriate forms may be provided.

Utility Deposit Refund

Request Form

The refund of a utility deposit is subject to the customer making a request in writing and the customer meeting all the requirements of the Town of Slave Lake Bylaw 16-2020.

As per Section 7.1: a deposit paid under Section 5 of this Bylaw will be refunded only upon the written request of Person and at the discretion of the Chief Administrative Officer.

As per Section 7.2: if refundable pursuant to this Section, or upon Termination of the supply of Utility Services, a deposit shall be returned to a person as provided in Section 5.1; after deducting therefrom all outstanding charges for the supply of Utility Services, including the cost of shutting off or discontinuing any Utility Service for non-payment of utility accounts.

Account number _____

I, _____ have read and understand that I must comply with the rules and regulations in order to receive my utility deposit refund. I hereby request the Town of Slave Lake to review my account to see if it qualifies for a deposit refund. If refund request is denied the Town of Slave Lake will contact me. If approved, I request the refund of my deposit to be returned as follows:

Apply deposit to my account

Issue a refund cheque

Forwarding address for refund cheque and final bill:

Transfer to another Slave Lake Municipal Address

Municipal address for transfer of deposit:

Issue a refund by direct deposit, please submit with a void cheque.

Email address for notice of deposit: _____

Final Read

Please provide a final read on the day you have notified the Town of Slave Lake that you will be vacating the premises. That can be done by taking a picture of your water meter with the final read and emailing/texting it to utilities@slavelake.ca, be sure to include your utility account number or service address.

Failure to submit a final read can result in being estimated 10 – 25 m³ on your final utility invoice.

Signature

Print Name

Date

The personal information requested on this form is being collected by Municipal Operations as required by the Town of Slave Lake, under the authority of the *Freedom of Information and Protection of Privacy Act* (FOIP act) Section 33(c). If you have any questions about the collection or use of your personal information, contact the Town of Slave Lake FOIP coordinator at 780-849-8000.

Return in person, by fax 780-849-2633, or e-mail at utilities@slavelake.ca.