

Rochelle Neff, CAO  
Karri Willick, Assistant CAO



**RM OF PRINCE ALBERT No.461**

RR 2, Site 4, Comp 112 Prince  
Albert SK S6V 5P9  
Phone: (306) 763-2469  
Email: cao@rmprincealbert.ca  
Website: www.rmprincealbert.ca

### **AUTOMATED FUNDS TRANSFER (AFT) AUTHORIZATION**

**Please credit my Tax Account:**

NAME: \_\_\_\_\_

ROLL #: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PHONE #: \_\_\_\_\_

DATE AFT TO BE TRANSFERRED FROM ACCOUNT – PLEASE CIRCLE ONE OF THE FOLLOWING:

**MONTHLY**

**BI-WEEKLY**

**WEEKLY**

**SCHEDULED**

PLEASE STATE DATE WHICH PAYMENT TO BE TRANSFERRED: \_\_\_\_\_

AFT TO START COMING OUT OF MY ACCOUNT ON: \_\_\_\_\_

AMOUNT OF PAYMENT: \$ \_\_\_\_\_

**I hereby authorize you to debit my account at:**

Please issue a voided cheque or have your financial institution fill out the following information:

FINANCIAL INSTITUTION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

ACCOUNT NUMBER: \_\_\_\_\_

ROUTE & TRANSIT NUMBER: \_\_\_\_\_

All debits/credits payable to the Rural Municipality of Prince Albert No. 461 drawn on you by your financial institution on your behalf shall be treated the same as if you had personally issued a cheque or made a deposit.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature



### **How do I Join the AFT Program?**

To join, you must complete the Automated Funds Transfer Authorization form in full and return it to the RM of Prince Albert Municipal Centre via mail, email or in person.

Mail to:           RM of Prince Albert No. 461  
                      RR 2 Site 4 Comp 112  
                      Prince Albert, SK S6V 5P9

Email to:         rebecca@rmprincealbert.ca

### **NSF/ Missed Payments**

If funds are not available when the payment is withdrawn, the RM of Prince Albert will apply an NSF Fee of \$35, *as per Bylaw 23 of 2024*. You will receive notification from the RM office and be requested to pay the full amount. After two consecutive dishonoured payments, you will be removed from the AFT Program.

### **Change of Banking Information**

You must notify the RM of Prince Albert and provide the necessary information to change bank accounts. To ensure the next payment is taken out from your new bank account, the information must be received by the RM no later than two weeks prior to the upcoming withdrawal date.

### **Updates or Cancellation**

This agreement may be cancelled upon written notice to the RM of Prince Albert, no later than 2 weeks prior to the upcoming withdrawal date. The AFT Program does not automatically update transfer information or address changes. If you move, please notify the RM of Prince Albert for address updates to your account or cancellation of account.