



PREAUTHORIZED CREDIT CARD PROCESSING AGREEMENT

*Load fee applies

I/we authorize Rocky View Water Co-op Ltd., and the credit card designated (or any other credit card I/We may authorize at any time) to begin deductions as per my/our instructions for quarterly regular recurring payments and/or one-time payments from time to time, for payment of all charges arising under my/our Rocky View Water Co-op Ltd. account(s). A One Time Charge will be processed within two business days of the date this signed form is received by Rocky View Water Co-op Ltd. Regular quarterly payments for the full amount of services delivered will be charged to my/our specified account no earlier than the 21st and no later than the 30th day of the month following the billing date for recurring charges. Rocky View Water Co-op Ltd. will obtain my/our authorization for any other one-time or sporadic charges.

- **One (1) Time Charge** – Sign and complete this form to authorize Rocky View Water Co-op Ltd. to make a one-time charge to your credit card listed below. By signing this form, you give us permission to your credit card for the amount indicated on or after the indicated date. This is permission for a single transaction only and does not provide authorization for any additional unrelated charges. Amount to be processed: \$ _____

- **Recurring Charge** - You authorize regularly scheduled charges to your credit card. You will be charged the amount indicated on your quarterly bill. A receipt for each payment will be provided to you by email** and the charge will appear on your credit card statement. You agree that no prior notification will be provided unless the processing date changes, in which case, you will receive notice from us at least 10 days prior to the payment being collected.

*Rocky View Water Co-op Ltd. uses a Third-Party Payment Processor, OptionPay, for credit card payments. This is a user-pay service which means each specific user of the service pays a Load Fee for this convenience. The Load Fee has a minimum of \$2.00 for any charge between \$0.00 to \$60.00. All payments processed above \$60.00 incur a Load Fee which averages out to approximately 3% of the amount being processed. Example: If the amount being processed is \$100.00, the Load Fee is \$3.74 and, therefore, the amount you see on your credit card statement will be \$103.74. Charges will appear on your credit card statement as OPCARDS.CA UTILITY SRVS.

MEMBER INFORMATION (PLEASE PRINT)

Proper Name(s) of Member(s): _____ Member Number: _____

Mailing Address: _____ Email Address**: _____

City/Town: _____ Province: _____ Postal Code: _____

**An email address must be provided for the delivery of each credit card receipt

CREDIT CARD DETAILED INFORMATION

Credit Cardholder Name: _____

Visa Card Number: _____ or;

MasterCard Card Number: _____

Expiration Date: (MM) _____ / (YYYY) _____ CVV/CVC: _____

AUTHORIZED SIGNATURE (please sign within this box)

DATE: _____