



# City of Prince Albert

**CHANGES TO THE  
UTILITY MONTHLY INSTALLMENT PAYMENT PLAN SERVICE (MIPPS)  
1084 Central Avenue, Prince Albert, SK S6V-7P3  
PH: 306-953-4340  
FAX: 306-953-4347**

Please complete Sections 1, 2 or 3, and 4, and submit the following information via mail, fax or email.

All changes require **two (2) weeks written notification** prior to the next scheduled installment.

### **SECTION 1 – Property Information** *(Please Print)*

Name \_\_\_\_\_ Telephone Number \_\_\_\_\_

Account Number \_\_\_\_\_

Service Address \_\_\_\_\_

Effective Date for Account Change or Cancellation \_\_\_\_\_

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### **SECTION 2 – Bank Account Change ONLY**

Please include one (1) of the following:

- blank cheque marked “void”; or
  - preauthorized payment form provided by your financial institution
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### **SECTION 3 – Cancellation Request**

I/We wish to cancel my/our participation in the Monthly Installment Payment Plan Service (MIPPS) due to one of the following reasons:

- Sold property
- Moved
- Other \_\_\_\_\_

**I/We understand that once I/we cancel the plan, all outstanding utility amount owing plus any outstanding penalties in accordance with the Water Services Bylaw.**

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### **SECTION 4 – Signature Required**

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_