



Town of Ponoka  
 200 5604 50 Street  
 Ponoka, Alberta T4J 1G5  
 Tax: 403-783-0127 Utilities: 403-783-0111  
 Main: 403-783-4431 Fax: 403-783-6745  
[www.ponoka.ca](http://www.ponoka.ca)  
[taxes@ponoka.ca](mailto:taxes@ponoka.ca), [utilities@ponoka.ca](mailto:utilities@ponoka.ca) or [ar@ponoka.ca](mailto:ar@ponoka.ca)

**ACCOUNT CHANGE FORM**

**APPLICANTS INFORMATION**

Customer ID: \_\_\_\_\_ Address ID: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Business Name (If applicable): \_\_\_\_\_

Property Address: \_\_\_\_\_

Mailing Address (If different): \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Numbers Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Effective Date: \_\_\_\_\_

Accounts: Property Tax Roll Number(s): \_\_\_\_\_ (as per Bylaw 463-22)

Utility Account Number(s): \_\_\_\_\_ Cycle \_\_\_\_\_

Accounts Receivable Account: \_\_\_\_\_

**Changes:**

- Update Bank Account for PAP (Pre-Authorized Payments):  
 (Please attach a void cheque or bank withdrawal form)
- Cancel PAP (Pre-authorized Payments)
- Mailing Address Change: \_\_\_\_\_
- Update Email Address for E-Billing: \_\_\_\_\_
- Cancel E-Billing

Initials	Terms & Conditions
	1. I understand that it is my responsibility to provide the correct email address and to inform the Town of Ponoka in writing of any changes to this email address which is used for E-billing.
	2. I understand that non-receipt of my notices, bills or invoices is not justification for late payment and penalties will not be waived as a result.

I have read, initialed, understand and consent to the terms and conditions of the Account Change Form as stated above and I acknowledge that the information provided on this form is complete and accurate.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**FOIP Notification:** The personal information that you provide to the Town of Ponoka on this form is being collected under the authority of the Freedom of Information and Protection of Privacy Act and is used solely for the purposes relating to the administration of assessment/taxation services, utility, accounts receivable and account administration. Collected personal information is protected from unauthorized access, collection, use and disclosure in accordance with the FOIP ACT. Questions about the collection or use of this information can be directed to the Town of Ponoka at 403-783-0130.

Change completed on: \_\_\_\_\_ By (Initials): \_\_\_\_\_ Copy given to:  Property Taxes  Utilities  AR Office Use Only

Additional Notes: \_\_\_\_\_

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