



**STE. ANNE NATURAL GAS CO-OPS LTD.
HAS TWO WAYS TO MAKE YOUR BILL PAYMENTS EASIER**

EQUALIZATION & PRE-AUTHORIZED WITHDRAWAL

EQUALIZATION BILLING

Equalization is a fixed monthly charge for gas service each month for 12 months. Equalization is recommended for any Member who wishes to budget their gas bills over a one year period. The monthly equalization payment is determined by using a Member's full year's gigajoule history and dividing by 12 to obtain the average monthly cost. Failure to make the required payments on time would result in the account reverting back to a regular billing basis in which case all monies owing would then become due. If on auto withdrawal the actual amount due would automatically be debited from bank account on the 28th once removed from equalization.

Prior to a Member's account being converted to equalization **THE BALANCE OWING TO THE CO-OP ON THE MAY BILLING MUST BE PAID IN FULL AND RECEIVED IN OUR OFFICE BY THE JUNE 5TH DUE DATE. REMEMBER BANK PAYMENTS TAKE PROCESSING AND MAILING TIME.** This applies also to those Members currently on equalized billing. Also, we require that the Member have at least one year billing history before applying for equalized billing. For those Members who have a credit balance on their May billing may have it refunded or applied to reduce their new monthly charge for the new year.

For those Members choosing equalized billing, the monthly payment will show on the next billing.

ANY MEMBER CURRENTLY ON EQUALIZATION WILL REMAIN ON EQUALIZATION UNLESS:

1. The office is notified that the Member wants to return to regular billing.
2. The Member has a balance due on the May billing that has not been paid in full and received in our office by the June 5 due date.

WE ASK OUR MEMBERS TO PLEASE COMPLETE AND RETURN THE EQUALIZATION FORM BEFORE THE JUNE 5TH DEADLINE. ANY REQUEST FOR EQUALIZATION BILLING RECEIVED AFTER THE JUNE 5TH DEADLINE WILL NOT BE PROCESSED. PLEASE ALLOW TIME FOR MAILING AND TIME FOR BANK PROCESSING.

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EQUALIZATION FORM

PLEASE COMPLETE AND RETURN BEFORE JUNE 5 OF CURRENT YEAR TO:

STE. ANNE NATURAL GAS CO-OP LTD.
BOX 600, ONOWAY, ALBERTA T0E 1V0

YES / NO I WOULD LIKE TO APPLY FOR EQUALIZATION

(Please circle one)

Please print the following information:

Ste. Anne Natural Gas Co-op Ltd. Account Number (from your statement)_____

Customer Name(s) _____

Mailing Address _____

City/Province _____ Postal Code _____

Home Phone _____ Business Phone _____

(Blue sheet is Equalization form / Yellow sheet is Pre-authorized withdrawal (PAD) form)

PRE-AUTHORIZED WITHDRAWAL

With Pre-Authorized Withdrawal the amount of your natural gas bill is automatically taken out of your bank account on the 28th of each month. The payment will be shown on your SANG billing statement and the withdrawal will appear on your bank statement or in your passbook. Pre-Authorized Withdrawal can be applied for at any time of the year. To apply please fill out the attached yellow PAD form and return to office.

With Pre-Authorized Withdrawal, we will withdraw payment from your account on the 28th of each month. The bank will then automatically withdraw this amount from your bank account (**DEPENDING ON YOUR TYPE OF ACCOUNT, YOUR BANK MAY CHARGE A SERVICE FEE**). If you switch your account to another branch or another bank, we require you to fill out a new pre-authorized debit (PAD) plan agreement along with another voided cheque with your new bank account number.

****You must send an unsigned cheque marked "VOID" with your application for Pre-Authorized Debit Plan Agreement (PAD) and must have authorized signatures on the form.****

NOTE: IF YOU ARE ALREADY ON AUTO-WITHDRAWAL, YOU WILL REMAIN ON IT UNLESS YOU NOTIFY OUR OFFICE TO CANCEL, WHICH THEN WE REQUIRE OUR CANCELLATION NOTICE FILLED OUT AND SIGNED. SEE OUR WEBSITE www.steannegas.com FOR CANCELLATION NOTICE.

Complete the attached form(s) and send it to us by mail, fax or drop it off at our office.