



CLEAR HILLS COUNTY

UTILITY CARDLOCK ACCOUNT ACTIVATION MEMO

ATTENTION: Utility Applicant

SUBJECT: UTILITY APPLICATION – CARDLOCK SET UP PROCEDURES

Below are the procedures required to set up a cardlock account at the water treatment plant in Worsley/Cleardale:

Please fill out the application form attached. An **original signature** is required to be on file in the office. If you plan to use your cardlock account for domestic use (household use only) you will need to fill out and submit the Domestic Water Declaration (attached). Please use postal mail to send back if necessary or have the documents signed in the office. Applications that have been emailed or faxed will not be accepted.

Once the application and all necessary documents are filled out completely, a deposit of \$100.00 is required if you are a landowner within Clear Hills County. If you are not a landowner within Clear Hills County, a deposit of \$1,000.00 is required. This amount can be paid by cheque, cash, debit or credit card. Please note that credit card payments must be made in person. Upon payment of deposit, the account is active and can be used immediately.

The County sends out monthly bills during the first week of the month. A service fee of \$5.00 will automatically be applied to your account each month. Your account must be paid by the 27th of each month. Penalties are applied to accounts with overdue amounts each billing period. Please keep your account payments up to date to prevent penalties from being applied.

Preauthorized payment plans are available. The plan will automatically withdraw the account balance on the 25th of each month. If interested please contact me for more information. My contact information is below.

Best Regards,

Kelsey Lund
Utilities Clerk

Box 240, Worsley, Alberta T0H 3W0 Telephone: 780-685-3925 Fax: 780-685-3960 Email: Kelsey@clearhillscounty.ab.ca

"Clearly an Area of Opportunity"

