## **Authorization for Design** and Construction Payment Account

This Authorization for Design and Construction Payment Account form ("the "Authorization Form") is used to set up your BC Hydro payment account (the "Account") for design and construction work (the "Work"). Please complete and submit this form to your local BC Hydro local Distribution Design office representative in order for invoicing and payment to commence. Invoices and payment receipts will be sent to the email address you provide below. Note: If an email address is not provided, this may result in delays in delivery of invoices, receipts and other correspondence due to limitations with Canada Post delivery times.

We recommend you save an electronic version of this form when completed. You can reference your saved copy to help you complete a new Authorization Form to set up a BC Hydro payment account for any future design and construction work you may have with BC Hydro.

Mailing address\*: Bldg. No: \_\_\_\_\_\_ Street: \_\_\_\_\_

A—Identification of Account Holder
am opening this Design and Construction Payment Account as the (please check only one box)*:
Property Owner Developer Consultant General Contractor Other
B—Identification of Property
his Account is in relation to the following Project Site (service address or civic address):
treet*: City*:
rovince/State*: Postal/ZIP Code: Postal/
there are changes to the location of the Project Site listed above during the Work, it is the customer's responsibility to inform C Hydro. It is the responsibility of the Account Holder to inform the BC Hydro Distribution Designer if there has been a change to whom invoicing and payment to be conducted with. A new Authorization Form must be completed by the new Account Holder. BC Hydro will not be esponsible for correction after invoices are issued (the "Invoices").  It is the responsibility of the Account Holder and payment to be conducted with. A new Authorization Form must be completed by the new Account Holder. BC Hydro will not be esponsible for correction after invoices are issued (the "Invoices").  It is the customer's responsibility to inform the BC Hydro Distribution Form the BC Hydro Distribution Designer:
C—Address and Contact Information
lame*: (First) (Last)
usiness or company name:
ritish Columbia Business ID (Registration Number): GST No.:
mail address* (For invoices and receipts. Multiple email addresses not allowed.):



\_\_\_\_ Unit No.: \_\_\_\_

\_\_\_\_\_ Ext.: \_\_\_\_\_ Mobile: \_\_\_\_\_

If you have an existing BC Hydro electrical consumption Account, please provide the Account number: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

## **D—Terms and Conditions**

As the Account Holder, you agree to the following payment terms in relation to the Account:

- BC Hydro Distribution will determine the amount of the deposit required from the Account Holder, and the Account Holder will pay the deposit before any Work is commenced.
- 2. The Account Holder is responsible for any interim and final payments due and owing on any Invoices provided by BC Hydro in relation to any and all Work.
- 3. The Account Holder will pay each Invoice within ninety (90) days of receipt.
- 4. If Account Holder disputes an Invoice or portion of an Invoice, the Account Holder will provide notice to their design representative of the dispute and will pay such undisputed portion within ninety (90) days of receipt thereof.
- 5. If requested, the Account Holder will provide valid documentation demonstrating the Account Holder's ability to act on behalf of the property owner where the Work is being performed.
- 6. Any refund owing will be issued to the Account Holder.
- Telus Costs: There may be poles involved with your project that are jointly owned by BC Hydro and TELUS. You may also incur costs from TELUS for work requiring the relocation, replacement or removal of jointly owned poles.

We will share project details and your contact information with TELUS so they may contact you with any TELUS related costs associated with your project. Your contact information includes your name, address, email address, and phone number.

Please contact TELUS directly at engineering.BC@telus.com to arrange payment for any TELUS portion of your project costs and to coordinate any work to be performed by TELUS.

## **E**—Privacy

BC Hydro collects your personal information for the purpose of fulfilling your electrical connection request and processing payment for the Work. We may need to disclose your information to the developer, your electrical contractors, general contractor, and project managers. If required, we may also share your details with the local municipal government, Technical Safety BC, and other utilities to coordinate service. If you are acting as an agent on behalf of the customer, you warrant you have their permission to provide their personal information.

BC Hydro collects this information under the authority of section 26(c) of the Freedom of Information and Protection of Privacy Act. If you have questions about the collection of your personal information as described in this form, please contact us at 1800 BCHYDRO (1800 224 9376).

## F—Declaration for Design and Construction

By submitting this application, I am confirming I am the Account Holder or an Authorized Signatory for the Account Holder. I understand that I will be responsible for paying for the design and construction services at the Project Site listed above. I understand that by signing below I agree to comply with the Terms and Conditions set out above.

Signature*:	Date* (yyyy/mm/dd):
Print Name*:	

