



ENERGY

Mineral Development and Strategic Resources
Tenure

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MINERAL RIGHTS INFORMATION BULLETIN 2005-01

SUBJECT: Debit Payments for Offset Compensation

In response to client requests, the Department of Energy (the department) implemented an option to allow offset compensation payments through pre-authorized automatic debit, beginning with the February 2005 billing period. This new automated process will reduce interest charges, standardize billings and streamline processes.

Requirements to begin automatic debit payments are as follows:

- Clients who elect to participate must sign a contract with the department specifying the bank account number the department is authorized to use to automatically debit payments.
Note: Banking information provided in the contract is confidential.
- To implement automatic debit payments for the February 2005 production invoice, a client must sign and submit the contract, along with a void cheque, to the department no later than April 15, 2005, as this invoice will be sent on April 30, 2005.
- To register after April 15, 2005, clients must submit a completed contract and a void cheque by the 15th day of the month in which they wish to begin automatic debit payments.
- A client must notify the department of any changes to the banking information prior to the fifth last government business day in the month in which payment is due, to allow sufficient time for the department to implement changes.
- Clients have until the 5th last business day of the month to notify the department of any disagreement with the statement.

Requests for automatic debit may be submitted in one of the following ways once the contract is signed:

1. Provide written authorization to the department to automatically debit an account for the balance on the invoice. Unless otherwise advised, the department will debit the client account on a monthly basis.
2. Via the Electronic Transfer System. After obtaining an ID from the department a client can access the Internet and identify the account they wish to pay, indicating the amount. The amount will then be auto-debited as specified.

3. Fax the Automatic Debit Remittance Form each month to the department at 422-0382. The department will not arbitrarily debit a client's account without the client specifying an amount on the form.

It is important to note that requests received subsequent to the fifth last Government business day of the month will not be processed until the last day of the following month and interest will continue to accrue.

Statement current charge due dates are now the last day of the month, or if on a weekend, the next working day. All current business rules about due dates, interest changes and overdue statements still apply.

A copy of the contract is available on the department's website:

<http://www.energy.gov.ab.ca/1049.asp>

Electronic Transfer System account setup form

<http://www.energy.gov.ab.ca/docs/org/docs/ETSSetupForm.pdf>

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