

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 BC Hydro Distribution Designer 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.

Note: Fields marked with an * indicate required information.

A—Identification of Account Holder

I 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

This Account is in relation to the following Project Site (service address or civic address):

Street*: City*:

Province/State*: Postal/ZIP Code:

If there are changes to the location of the Project Site listed above during the Work, it is the customer’s responsibility to inform BC Hydro. It is the responsibility of the Account Holder to inform the BC Hydro Distribution Designer if there has been a change in ownership of the property where the Work is being performed or if there has been a change to whom invoicing and payment is to be conducted with. A new Authorization Form must be completed by the new Account Holder. BC Hydro will not be responsible for correction after invoices are issued (the “Invoices”).

Please enter the Design Number you were provided with for work at this Project Site:

Please enter the name of your BC Hydro Distribution Designer: _____

C—Address and Contact Information

Name*: _____
(First) (Last)

Business or company name: _____

Email address* (For invoices and receipts. Multiple email addresses not allowed.): _____

Phone*: _____ Ext.: _____ Mobile: _____

Mailing address*: Bldg. No.: _____ Street: _____ Unit No.: _____

City: _____ Province: _____ Postal Code: _____

D—Terms and Conditions

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

1. 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.

E—Privacy

BC Hydro collects any personal information provided by you on this form solely for the purpose of processing payment for the Work in furtherance of BC Hydro's mandate to serve its customers in accordance with the Electric Tariff regulated by the British Columbia Utilities Commission (BCUC), and in compliance with the Hydro and Power Authority Act. If you have questions about the collection of your personal information as described in this form, please contact us at **1 800 BCHYDRO (1 800 224 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*: _____