



**Important Notice:** This PDF was designed to be filled in with Adobe Acrobat Reader. Download the form to your desktop and use Adobe Acrobat Reader to open, complete and submit this form. If you are using Edge or Chrome browser some fields will not work as intended and your form may not submit.

Please print and **sign** the completed form.

Scan and submit securely online at [calgary.ca/credit](http://calgary.ca/credit)

**TO EXPEDITE PROCESSING, PLEASE ENSURE THAT ALL APPLICABLE AREAS OF THIS FORM ARE FULLY AND ACCURATELY COMPLETED.**

Type of Application <input type="checkbox"/> New <input type="checkbox"/> Renewal		Type of Account <input type="checkbox"/> Waste Services <input type="checkbox"/> Roads <input type="checkbox"/> Transit <input type="checkbox"/> Other (specify):			
New Credit Limit Requested \$		If Renewal, Credit Increase Required <input type="checkbox"/> Yes <input type="checkbox"/> No		Current Limit \$	
Increase Requested \$		Name of Main Business Contact for Application Questions		Business Phone Number ( )	
Business Email Address		Company Name		Trade Name (if applicable)	
Location of Business Operating Address		City		Province	
Postal Code		Date Business/Company Started (YYYY-MM-DD)		Former Company Name (if applicable)	
Business Phone Number ( )		Mailing Address (if different from Business Operation Address above)		City	
Province		Postal Code		Former Address (if less than 2 years at current address)	
City		Province		Postal Code	
1. Name of Principal		Position		Phone (Business) ( )	
Alternate Phone Number ( )		Address		City	
Province		Postal Code		2. Name of Principal	
Position		Phone (Business) ( )		Alternate Phone Number ( )	
Address		City		Province	
Postal Code		3. Name of Principal		Position	
Phone (Business) ( )		Alternate Phone Number ( )		Address	
City		Province		Postal Code	

Trade Credit References		Business Reference Phone		Landlord Name		Business Phone Number	
1.		( )				( )	
2.		( )		Financial Statements Available <input type="checkbox"/> Yes <input type="checkbox"/> No		Are You a Licensed Business <input type="checkbox"/> Yes <input type="checkbox"/> No	
3.		( )		Do You Own or Rent Premises <input type="checkbox"/> Own <input type="checkbox"/> Rent		Would you like to sign up for ebill? <input type="checkbox"/> Yes <input type="checkbox"/> No	

**AUTHORIZATION TO COLLECT, USE AND DISCLOSE PERSONAL AND COMMERCIAL INFORMATION**

I/We the applicant understand payment is due 30 days from date of invoice, after which time unpaid invoice balances will be subject to a monthly interest charge of 1.5% (18% per annum).

By signing this Credit Application, I/We hereby agree and authorize that: The City of Calgary may obtain such credit reports or other information that is deemed necessary in connection with the establishment and maintenance of a credit account; and The City of Calgary may disclose information collected from the applicant or other sources concerning the applicant or its business to other municipal departments and credit reporting agencies with whom the applicant or its business has or may have a business relationship.

I/We hereby confirm that the information given for the purpose of obtaining credit is true and correct and it is agreed that notification will be given to The City of Calgary of any material changes of such information.

Personal information is collected under the authority of Section 33(c) of the *Freedom of Information and Protection of Privacy Act* (R.S.A. 2000, c. F-25). The personal information will be used and disclosed for the purposes set out in this form. If you have any questions about the collection, use or disclosure of this information, please contact: Credit and Collections, Finance Department (# 8060), P.O. Box 2100, Station M, Calgary, Alberta T2P 2M5. Phone: 403-268-2507 (Attention: Collection Assistant).

Applicant's Signature		Date (YYYY - MM - DD)
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<b>OFFICE USE ONLY</b>		Security Deposit <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Approved <input type="checkbox"/> Declined		Recommended Credit Limit \$	Recommended By
		Approved Credit Limit \$	Approved By
		Date (YYYY - MM - DD)	Date (YYYY - MM - DD)

Comments
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