

# Authorization for Design and Construction Payment Account

This Authorization Form is used to identify the Account Holder and set up your BC Hydro payment account (the "Account") for design and construction work (the "Work"). Complete and upload this form to your project on [MyHydro](#) or as directed by our team. **Note: Fields marked with an \* are required.**

## Section 1 – Project Location

### Location Information

- The project site below must match the address on the design project.
- Parcel Identifier (PID) may be used only if a street address is not available.

* Street Address		* City	
* Province/State		Postal/Zip Code	* Country

## Section 2 – Account Holder Information and Payment Account Setup

### Section 2A – Account Holder Information

- The Account Holder is responsible for paying the design, construction, and other related charges.

* The Account Holder is: (Select <b>one</b> only)	An individual (Including Sole Proprietorship and General Partnership). – <b>Complete Section 2B only</b> A business, company, or First Nation. – <b>Complete Section 2C only</b> A municipality, government ministry, crown corporation, or school district. – <b>Complete Section 2C only</b> A utility, strategic program client, or First Nation that has <u>previously</u> provided BC Hydro with a purchase order. – <b>Complete Section 2C only</b>		
Is the Account Holder eligible for First Nations tax exemption?	Yes	No	First Nations Band Number (three-digit)

### Section 2B – Individual Payment Account Setup

- The Account Holder will be set up as an individual under the first name and last name below.

First Name		Last Name	
Email		Phone	

### Section 2C – Business/Entity Payment Account Setup

- The Account Holder will be set up as an organization or entity under the registered name below.
- Business and Company:** Registered name and business number must match the information listed in [OrgBook BC](#).

Registered Name			
BC Business Number		GST Number	
Authorized Signatory First Name		Authorized Signatory Last Name	
Email		Phone	

## Section 3 – Billing Address

### Billing Address

- A Canadian address is required for billing purposes.

* Street Address		* City	
* Province/State		* Postal/Zip Code	* Country

## Section 4 – Terms and Conditions

Please review and retain a copy of the [terms and conditions for design and construction account holders](#) prior to completing the section below. Once your project has been assigned to a designer, you will have an opportunity to discuss how the Terms and Conditions specifically apply to your project.

## Section 5 – Declaration for Design and Construction Account

By submitting this application,

1. I am confirming I will be the Account Holder or an Authorized Signatory for the Account Holder, which is a business or entity.
2. I understand that while the creation of the Account does not incur any initial costs for the Account Holder, subsequent costs for design and construction work at the Project Site will be invoiced to the Account Holder in accordance with the [terms and conditions for design and construction account holders](#).
3. I understand that if there are changes to the Account Holder during the Work, it is the new Account Holder's responsibility to submit a new Authorization Form to avoid any payment-related issues and delays. BC Hydro will not be responsible for correction after Invoices are issued.
4. I understand that if the Account Holder is eligible for providing BC Hydro with a purchase order, the Account Holder's name and billing address must appear on the purchase order as provided in Section 2C and Section 3.
5. I understand that by signing below I have reviewed and I agree to the [terms and conditions for design and construction account holders](#) referenced in Section 4.

### Declaration by Account Holder/Authorized Signatory

- Name must match information provided in [Section 2](#)

* Name	
* Signature	
* Date of Signature (YYYY/MM/DD)	

### WHEN IS A NEW FORM NEEDED?

Please advise BC Hydro and submit a new Authorization Form if any of the following situations occur:

- The Project Site location changes.
- Property ownership changes.
- The Account Holder changes.