

Comfort Letter Fee Payment Submission Form

Public Infrastructure Section (8032)

Date:

Unit Rate:

Received From (Company Name):

GST:

Reference Number:

Company Address:

Corresponding Site Addresses:

Number of Addresses:
(Address Searches)

	<u>GLBU</u>	<u>Account</u>	<u>Fund</u>	<u>Dept ID</u>	<u>Reference</u>	<u>Amount</u>
Revenue Amount	CityC	14280	20	10657		
GST Amount	CityC	L1600	20	10657		
<u>Total amount on cheque:</u>						

It is required to complete the Comfort Letter Fee payment prior to requesting the search for Comfort Letter to Public Infrastructure. Please fill in the fields highlighted in blue on the Comfort Letter Fee Payment Submission Form and prepare a cheque for the total amount. Submit this form with the cheque for the comfort letter search(es) to the third floor Cashiers, using one of the following delivery options:

Regular Mail:

Attn: Corporate Cashiers
P.O. Box 2100, Station M, #8042
Calgary, AB, Canada T2P 2M5

Note:
Incorrect or missing Mail code will result in lost mail or delay in processing request.

By Courier or if drop off by Customer:

3rd Floor
Attn: Corporate Cashiers
Corporate Cashiers
800 Macleod Tr. SE
Calgary, AB T2G 2E7

Drop Off Box

at street level for delivery/drop off after hours
on the 3rd floor, if not willing to wait in line

To create your Reference Number, please use the Company Initials followed by the current date (mmddy), followed by the number of requests per day. For example **ABCmmddy - 01**. If a second request is made the same day from the same company, then second Reference Number will be **ABCmmddy - 02**.