

Payor's Pre-Authorized Debit (PAD) Agreement

INSTRUCTIONS

1. The Payee must retain this agreement for at least 12 months after the last Pre-Authorized Debit (PAD) is issued.
2. The Payee can obtain the Transaction Type Code from the Payments Canada website. See CPA Standard 007, Standards for the Use of Transaction Codes and Return Reason Codes in AFT Files.
3. The Payee will insert the number of days required to cancel a payment in the "Cancel Payment" Section (cannot exceed 30 days).

PAYEE/PAYOR INFORMATION (Mandatory)

Payee Name (the "Payee") <input type="checkbox"/> same as Payor	Phone
Address <small>(street, city, province, postal code)</small>	Email
Payee Contact Information for inquiries regarding Payee's practices related to personal information, privacy and information security, if different from above:	
Account Holder Name(s) (the "Payor") <small>(last name or business name, first name)</small>	Phone
Address <small>(street, city, province, postal code)</small>	Email

PAYMENT DETAILS Attach a VOID cheque or a banking information form from your financial Institution

Payor Account <small>(the Payor's account at the Processing Institution; the "Account")</small> Branch ID: Institution No.: Account No.:		Payor Financial Institution Name and Address <small>(the "Processing Institution")</small>	
Due Date(s)	Amount of Payment <input type="radio"/> CDN <input type="radio"/> USD <input type="radio"/> Fixed \$ _____ <input type="radio"/> Variable <small>(maximum amount)</small> \$ _____	Payment Type <small>(choose one only)</small> <input type="radio"/> Personal PAD <input type="radio"/> Business PAD	
Frequency <input type="radio"/> Set Interval <input type="radio"/> Weekly <input type="radio"/> Bi-weekly <input type="radio"/> Monthly <input type="radio"/> One-time* <input type="radio"/> Other** _____ <small>*If selected, this Agreement will only permit a single PAD. **Specify intervals, set dates, or specific act, event, or other criteria that triggers PAD.</small>		Description of PAD <small>(optional)</small>	
<input type="radio"/> Sporadic			

AUTHORIZATION (If only 1 signature is required for the Account, then only 1 Payor need sign. If 2 or more signatures are required, then both or all Payors must sign.)

I/We acknowledge that this agreement is provided for the benefit of the "Payee" and "Processing Institution" and is provided in consideration of the Processing Institution agreeing to process debits ("PADs") against the Account with the Processing Institution in accordance with the Rules of the Canadian Payments Association (the "CPA Rules").

having read a copy of this agreement, including the terms and conditions on page 2, acknowledges understanding the terms and conditions of this agreement, and agrees to be bound by the terms and conditions of this agreement, including the terms and conditions on page 2.

By signing this agreement, the Payor acknowledges having received and

I/We warrant and guarantee that the person(s) whose signature(s) are required to sign on the Account have signed the agreement.

X	X
Payor Signature	Payor Signature
Date	Date

PAYMENT SERVICE PROVIDER AS PAYEE (Required if the Payee is collecting payments on behalf of an entity that is providing a Payor with goods and services.)

Description of arrangement between Payee and entity providing the Payor with goods and services:

