



# Payor's 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 CPA's website: [http://www.cdnpay.ca/rules/pdfs\\_rules/standard\\_005.pdf](http://www.cdnpay.ca/rules/pdfs_rules/standard_005.pdf). Go to Section E, Appendix 2, Transaction Types.
3. The Payee will insert the number of days required to cancel a payment in the "Cancel Payment" Section (cannot exceed 30 days).

## PAYOR/PAYEE INFORMATION (MANDATORY)

Account Holder(s) Name(s) and Address(es) (the "Payor")

NAME \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 CITY \_\_\_\_\_ PROVINCE \_\_\_\_\_ POSTAL CODE \_\_\_\_\_  
 PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

Payee Name and Address (the "Payee")  same as Payor  
 NAME Redemption Church Calgary North

ADDRESS \_\_\_\_\_  
 CITY \_\_\_\_\_ PROVINCE \_\_\_\_\_ POSTAL CODE \_\_\_\_\_  
 PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

## PAYMENT DETAILS Specimen cheque marked "VOID" attached.

|  |  |  |  |             |             |
|--|--|--|--|-------------|-------------|
| DESCRIPTION OF PAD (optional)  | CPA TRANSACTION TYPE   | PAYMENT TYPE (choose one only)<br><input checked="" type="checkbox"/> Personal PAD<br><input type="checkbox"/> Business PAD<br><input type="checkbox"/> Funds Transfer PAD | PAYOR ACCOUNT (the Payor's account at the Processing Institution; the "Account") |             |             |
|  |  |  | Institution  | Branch I.D. | Account No. |
| AMOUNT OF PAYMENT<br><input checked="" type="checkbox"/> Fixed<br>\$ _____<br><input type="checkbox"/> Variable:<br>Maximum Amount<br>\$ _____ | DATES<br><input type="checkbox"/> Weekly beginning _____<br><input type="checkbox"/> Bi-weekly beginning _____<br><input type="checkbox"/> Monthly beginning _____<br><input type="checkbox"/> Other (specify intervals, set dates, or specific act, event, or other criteria that triggers PAD)<br>_____<br><input type="checkbox"/> Sporadic |  | PAYOR FINANCIAL INSTITUTION - NAME AND ADDRESS (the "Processing Institution")    |             |             |
|  |  |  | PAYEE ACCOUNT (Payee's account for credit - complete if known.)                  |             |             |

## AUTHORIZATION

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

By signing this Authorization, the Payor acknowledges having received and 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.

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

*Joint*  
 X \_\_\_\_\_ Date  
 Payor Signature  
 X \_\_\_\_\_ Date  
 Payor Signature

Note: If only one signature is required for the Account, then only one Payor need sign. However, if two or more signatures are required, then both or all Payors must sign.

## WAIVER OF PRE-NOTIFICATION (DOES NOT APPLY TO SPORADIC PADS)

I/We waive any and all requirements for pre-notification of debiting, including, without limitation, pre-notification of any changes in the amount of the PAD due to a change in any applicable tax rate, top-up, or adjustment.

X \_\_\_\_\_ X \_\_\_\_\_  
 Payor Signature Payor Signature

## CANCEL PAYMENT (\_\_\_\_ DAYS NOTICE IS REQUIRED BEFORE THE NEXT PAD WILL BE ISSUED CANNOT EXCEED 30 DAYS)

The Payor hereby cancels this Payor's PAD Agreement effective: \_\_\_\_\_

X \_\_\_\_\_ Date  
 Payor Signature

X \_\_\_\_\_ Date  
 Payor Signature

## Instructions for Completing the Pre-authorized Giving Bank Form

Complete the top **PAYOR INFORMATION** (your name, address, email address etc.)

Under **PAYMENT DETAILS**, Indicate the Amount, the frequency (interval), along with the starting date. **Be sure to attach a VOID cheque or Banking information.**

Under **AUTHORIZATION**, sign and date – both signatures are required for joint accounts.

Under **WAIVER OF PRE-NOTIFICATION**, sign and date to indicate that you recognize that you will not be notified prior to each withdrawal.

To Cancel pre-authorized giving, complete the **PAYOR INFORMATION** at the top of this form and sign the bottom, under **CANCEL PAYMENT**. (include date of cancellation).