



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.
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)

Form fields for Payor and Payee information including Account Holder Name(s), Address, Email Address, and Phone No. for both parties.

PAYMENT DETAILS Specimen cheque marked "VOID" attached.

Form fields for Payment Details including Description of PAD, CPA Transaction Type Code, Payment Type, Amount of Payment, Dates, and Payor/Payee Account information.

*Specify intervals, set dates, or specific act, event, or other criteria that triggers PAD.

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").

Signature and Date lines for Payor and another party.

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.

Signature and Date lines for Payor and another party.

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: _____

Signature and Date line for Payor.

Signature and Date line for Payor.