

# City of Edmonton Pre-Authorized Debit- (PAD) Application Form

This PAD application form is for - Corporate Billing Accounts Receivable Credit and Collections

**City of Edmonton - Accounts Receivable**  
 P.O. Box 2600, Edmonton, AB T5J 5A1  
 Phone: 780-496-3414 Fax: 780-496-4902

## 1. Customer Information (please print clearly)

Name: (FIRST) \_\_\_\_\_ (LAST) \_\_\_\_\_

AR Account Number:

Address: \_\_\_\_\_

Daytime Phone Number (10 digits) \_\_\_\_\_ Email: \_\_\_\_\_

## 2. Bank Account Information

Deposit Account Number

Bank Transit Number

Financial Institution Number       Account Type (check one)  Chequing  Savings

Financial Institution Name: \_\_\_\_\_

Branch Address: \_\_\_\_\_

Please note - a blank Cheque marked "VOID" across in large letters, MUST be attached to this form OR a letter from your bank with your bank account information is acceptable as an alternate.

## 3. Pre-Authorized Debit (PAD) Details (check one) New Change Cancel

I/We, the Payor(s) authorize the City of Edmonton to debit the bank account identified above, on the \_\_\_\_\_ of every month or the next business day for Fixed and as per the due date on the Variable. I/We, the Payor(s), have read and understand the terms and conditions (see reverse) and understand prepayments will NOT be refunded.

Variable Amount & Date

Fixed Amount: \$ \_\_\_\_\_ beginning on the \_\_\_\_\_ (dd-mmm-yyyy)

Signature of Account Holder \_\_\_\_\_ Signature of Joint Account Holder (if applicable) \_\_\_\_\_

Name (please print) \_\_\_\_\_ Name (please print) \_\_\_\_\_

Date (dd-mmm-yyyy) \_\_\_\_\_ Date (dd-mmm-yyyy) \_\_\_\_\_

I/We, the Payor(s) have waived the right to receive pre-notification of the amount of the PAD and agree that I/We, do not require advance notice of the amount of the PAD before the debit is processed. Account Holder(s) Initials \_\_\_\_\_

Complete and return form with your voided cheque by mail or fax to the above AR address or email to [corporate.billing@edmonton.ca](mailto:corporate.billing@edmonton.ca). Please keep a copy for your records.

| AR USE ONLY              |                              |
|--------------------------|------------------------------|
| BA / PC # _____          | Account / BP # _____         |
| AR Staff Initials: _____ | Date: _____<br>(dd-mmm-yyyy) |

See reverse side for Terms and Conditions

# **Terms and Conditions - Pre-Authorized Debit**

## **General Terms and Conditions**

- **Cancellation- Your Payor's PAD Agreement may be cancelled provided written notice is received to the City of Edmonton's Accounts Receivable Department by the 22nd day of the month or 7 (seven) business days before the next scheduled PAD) by fax to 780-496-4902 or by email to [corporate.billing@edmonton.ca](mailto:corporate.billing@edmonton.ca) .** Cancellation forms may be obtained from the City of Edmonton website at Corporate Billing and Accounts Receivable PAD Forms: City of Edmonton or by contacting the Accounts Receivable Department. Alternatively, to obtain a sample cancellation form, or for more information on your right to cancel a PAD Agreement, you may contact your financial institution or visit [www.cdnpay.ca](http://www.cdnpay.ca).
- **Changes-** It is the Payor's responsibility to notify the Accounts Receivable Department in writing of any changes to the banking information that your payment is to be debited from, within the same time frame as a cancellation (7 business days before the next scheduled PAD).
- **Agreement-** You the Payor(s) have certain rights if any debit does not comply with these terms. For example, you have the right to receive a reimbursement for any PAD that is not authorized or is not consistent with this PAD Agreement. To obtain more information on your recourse rights, contact your financial institution or visit [www.cdnpay.ca](http://www.cdnpay.ca).
- **Dishonoured Payments:** The dishonoured payment must be replaced with cash, money order, certified cheque or bank draft including Interac payment at the Edmonton Service Centre, 2nd floor, Edmonton Tower 10111 104 Ave. Weekdays 8am-4:30pm and will be subject to a service charge of \$25. This service charge may be increased in the future without notice.

## **Specific Terms and Conditions for Corporate Billings, Accounts Receivable, Credit & Collection Department PADs**

- Twelve (12) pre-authorized debits between January 1 and December 1. Your PAD monthly withdrawal amount will continue and be automatically adjusted to reflect the current year's charges/rates/rents, unless predetermined to remain static.
- **To avoid penalties: Payments must be made by the DUE DATE and pay any outstanding balance on your account by the due date.**
- **Interest** (simple interest): Interest will be calculated on all late payments at 1.5% monthly and at 19.56% annually.
- **Maximum** annual prepayments are based on the previous year's net billings. **Minimum** monthly prepayments are \$25.00.
- **Dishonoured Payments: Dishonoured PADs will be terminated by the City after one payment is dishonoured** by the customer's financial institution. Customer **MUST re-apply** in writing to start the PAD deductions again.
- **Frequency** of withdrawal can be made monthly, bi-monthly or by due date of the service provided.
- **Fixed or Variable-** PADs may be for fixed or variable amounts, and may occur once (One-Time) or be recurring (at Set Intervals or on a Sporadic basis). Where the Payor's PAD Agreement provides for fixed or variable amount PADs recurring at Set Intervals, no Authorization shall be required for any change to the amount of the PAD whether that change in amount is due to a change, service requested or other adjustment.

## **Specific Terms and Conditions for Parking, Rents/Lease Office PADs**

- **Monthly Payment:** The PAD will automatically debit your rental, parking, lease or other AR corporate billing related payment from the financial institution information you provided. The PAD will remain in effect until either terminated in writing by the Payor (tenant/lessee and/or customer) or by the City due to recurring NSF payments. The rental/lease agreement or other City services provided as credit sales shows the amount which will be deducted from your bank account. You will receive advance notice of any rent increase and the new monthly rent or lease payment debit amount will be adjusted automatically with no action required on your part.
- **Dishonoured Payments:** The dishonoured payment must be replaced with cash, money order, certified cheque or bank draft including Interac payment at the Edmonton Service Centre, 2nd floor, Edmonton Tower 10111 104 Ave. Weekdays 8am-4:30pm and will be subject to a service charge of \$25. This service charge may be increased in the future without notice. Please note that NSF payments are considered as late rent. Late, partial or NSF rent payments are a material breach of the rental agreement and are grounds for eviction.

**Please retain these Terms and Conditions for your records.**

**For more information regarding Pre-Authorized Debit, contact the Accounts Receivable Department.**

(See Application Form for full contact information)

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