

BRITANNIA COMMUNITY SERVICES CENTRE
1661 Napier Street
Vancouver, BC V5L 4X4
Ph: 604.718.5800 Fax: 604.718.5858



Pre-Authorized Account Debit

Britannia Preschool now has an Electronic Funds Transfer System to process fee payments. This means fees will be directly transferred from your account to Britannia on the first business day of the month.

In order to have your fees electronically transferred, you will need to fill out a pre-authorized account debit(PAD) form with the exact amount of your monthly fee and return it to the preschool. The PAD form is attached to this memo. Also submit a VOID cheque and a cheque for your September 2013 payment dated July 1, 2013.

The start date for the PAD system is October 1 to June 1 of the Preschool year. All PAD forms must be submitted with your registration package.

With the PAD system in place you will receive one receipt for all your PAD payments which will be issued in June or upon termination of services . Please see our fee policy. One month's notice is required to make any changes to your account.

Please fill out the PAD agreement sections 1-4 along with a VOID cheque upon registration.

Thank you



Britannia PRESCHOOL Pre-authorized Debit (PAD) Agreement

1. Payor Information (Please print clearly)

Name: _____

Mailing Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone Number: _____

2. Bank Account Information

Payor Account Number:

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Debit Amount: \$ _____

Branch Transit Number:

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Financial Institution Number:

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 Chequing Savings

Financial Institution: Name _____

Branch Address _____

Transaction Date: From: ____/____/____ To: ____/____/____
mm dd yyyy mm dd yyyy

Please attach a void cheque.

3. Payee Information (Office only)

Britannia Preschool

Account #:

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 Branch Number: _____



4. Pre-Authorized Debit (PAD) Details

I/We authorize [Britannia Preschool](#) and the financial institution designated (or any other financial institution I/We may authorize at any time) to begin deductions as per my/our instructions for monthly regular recurring payments and/or one-time payments from time to time, for payment of all charges arising under my/our [Britannia Preschool](#) account(s). Regular monthly payments for the full amount of services delivered will be debited to my/our specified account on the 1st day of each month. These services are for Preschool fee payment.

These services are for (check one) _____ personal or _____ business purposes.

[Britannia Preschool](#) will obtain my/our authorization for any other one-time or sporadic debits and provide me with 10 calendar days written notice prior to any debits. This authority is to remain in effect until [Britannia Preschool](#) has received written notification from me/us of its change or termination. This notification must be received at least thirty 30 calendar days before the next debit is scheduled at the address provided below. I/We may obtain a sample cancellation form, or more information on my/our right to cancel a PAD Agreement at my/our financial institution or by visiting www.cdnpay.ca.

In the case of variable amount PADs, [Britannia Preschool](#) will provide 10 days written notice prior to any changes in the fees and/or its schedule.

I/we have certain recourse rights if any debit does not comply with this agreement. For example, I/we have the right to receive reimbursement for any PAD that is not authorized or is not consistent with this PAD Agreement. To obtain a form for a Reimbursement Claim, or for more information on my/our recourse rights, I/we may contact my/our financial institution or visit www.cdnpay.ca

I/We understand and accept the terms of participating in this PAD plan.

Signature of Account Holder

Signature of Joint Account Holder (if appropriate)

Name (Please print)

Name (Please print)

Date

Date

When the form is complete, submit to:

[Britannia Preschool](#)
1661 Napier Street, Vancouver BC, V5L 4X
Phone #: 604 718.5843