

# PRE-AUTHORIZED DEBIT AGREEMENT INSTRUCTIONS 2023-24

KEATING OUT OF SCHOOL CARE

## PAYOR/PAYEE INFORMATION

- Please fill out “Section 1: Customer Information,” with all requested information.
- On the line for “Type of service,” please check the box for “Personal.”
- Families may submit a single PAD agreement for multiple children, provided that the names of all children are included on the agreement.

## PAYMENT DETAILS

- If you have not previously submitted a PAD agreement or your banking information has changed, please fill out “Section 2: Bank Account Information,” in full and attach a VOID cheque or official bank confirmation of account.
- If you have previously submitted a PAD agreement and your banking information has not changed, check the box in “Section 2: Bank Account Information” for “no change from previous PAD agreement.” You do not need to provide a void cheque or official bank confirmation.

## AMOUNT OF PAYMENT

- Check the applicable box or enter the regular monthly fees for regular Before and/or After School Care for your child(ren) on the line provided under “Section 3: Pre-Authorized Debit (PAD) Details.” This is the amount that we will debit your account on the first of each month or the next business day.
- **It is recommended that you indicate the maximum amount possible if your registration will likely change in any way throughout the course of the year, as this will eliminate the need for updated PADs to be filled out and processed each time.** We will never debit more than your regular monthly fees on the 1<sup>st</sup> of the month, even if the pre-authorized amount is higher and there are additional drop-in or day camp fees for that month.
- Any additional fees as outlined in the parent agreement and handbook will be summarized in a monthly statement prior to being debited from your account. The statements will be sent to the email address on file for your account at the beginning of each month.
- The annual membership fee (\$40 for new families, \$25 for returning members) will be debited from the account on September 15<sup>th</sup>, 2023.

## **DATES**

- Monthly, on the first of the month or the next business day, for all regular monthly fees for Before and/or After School Care.
- Monthly, on the 15<sup>th</sup> of the month or the next business day, for all additional monthly fees as summarized in your statement issued at the beginning of each month.
- If you are starting in September 2023 but will be applying for summer care, your membership fee will still be debited on September 15<sup>th</sup>, 2023.

## **AUTHORIZATION AND WAIVER OF PRE-NOTIFICATION**

- Please sign “Section 3: Pre-Authorized Debit (PAD) Details” to give us your authorization to debit your account for the amount provided, as well as any additional monthly fees.
- Please note that we will provide monthly statements at the beginning of each month for any additional fees, as described above.
- The agreement will come into effect on the date provided and is valid from September 2023 through June 2024 unless cancelled.

## **CANCEL PAYMENT**

- You may revoke your authorization at any time by providing at least 10 days written notice.
- To obtain a sample cancellation form, or for more information on your right to cancel a PAD agreement, contact your financial institution or visit [www.cdnpay.ca](http://www.cdnpay.ca)
- You have certain recourse rights if any debit does not comply with this agreement. For example, you have the right to receive reimbursement for any debit 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)