

## Payor's PAD Agreement instructions

- Payor/Payee Information (Mandatory)
  - Insert your information
- Payment details
  - Check of the box by Specimen cheque marked "VOID" attached (and attach your check to this form)
  - As you have attached a VOID Cheque you are not required to enter information under the Description of Pad, CPA, Payor Financial Institution, and Payor Account.
  - If you have your Financial Institution complete this form they will enter the above information.
- Amount of Payment (two choices, choose one)
  - Fixed means that you want a fixed amount each time. (If you chose this, we can not add Pro day fees, registration fees, we can only debit your account for the amount that you indicate.)
  - Variable means that you are authorizing us to be able to debit your account up to a maximum amount. This allows us to change your amount when there are additional fees, ie, Professional days, Registration fees, Camp fees, etc.)
  - Throughout the School year we always send out your statement which shows the amount we will be debiting.
- Dates
  - Monthly, on the first of the month only.
- Authorization
  - Please read and sign this section to give us your authorization to debit your account.
- Waiver of Pre Notification
  - Please read and sign. Please note that we send out monthly statements throughout the school year.
- Cancel payment
  - To be signed only when you are cancelling the PAD entirely. You may come into the Centre and request the form so that you can sign it at that time or you can email us advising us as to when you wish it to be cancelled. All notices must be 30 days (1<sup>st</sup> of the month prior to the month you would like it stopped).

