



Pre-Authorized Debits (PAD's)

Pre-authorized Debits start **June 15th** of the year following the current registration year. This fee will be based on an annual registration fee of **\$475.00** plus a **\$10.00** annual administration fee for a total of **\$485.00**. Starting in June and ending in February, a total of 9 months, money will be taken out of your account. The College processes each member's pre-authorized debit on **the 15th day of the month**. (as long as the 15th is a business day) if the 15th falls on a weekend, it will be processed on the last business day prior to the 15th. Funds will be withdrawn from a member's account **within five days** from when the College processes the information and when the bank actually debits the members account.

For members who are **not currently enrolled** in the PAD who would like to enrol please fill out the form and submit it along with a void check. Current members on the pre-authorized plan will continue yearly and **do not need** to submit this form. Should your account information change you will need to send a **NEW** void cheque and **letter** to update your information. Payments being deducted will be applied to **next year's** registration; therefore, members will still need to send a renewal payment for the current year.

Should a member want to be removed from the PAD plan a request must be made in writing to the CRPNA office prior to the next processing date.

Should the CRPNA be notified by the bank that a member's PAD is NSF or their account has been closed there will be a \$25.00 service charge per transaction. Members who have 2 NSF occurrences will be taken off the PAD plan and will be refunded the balance they have submitted to that point less the outstanding NSF & administrative charges. Members who have been notified of their account being closed will have 10 working days from the date of notification to provide the CRPNA with the new account information, should the CRPNA not be notified the member will be removed from the PAD plan and will be refunded the balance they submitted to that point less the outstanding NSF & administrative charges.

Once a member is removed from the PAD plan the member would not be entitled to go back on the plan for 2 payment plan years.

*****ONLY NEW MEMBERS SUBMIT THE FOLLOWING FORM WITH A VOIDED CHEQUE*****

*****Current members to submit VOIDED cheque & letter ONLY upon change to their account information*****

✂

First Name: _____ Last Name: _____

Address: _____ City: _____

Province: _____ Postal Code: _____

Telephone Number: () _____ CRPNA Registration #: _____

Email: _____

YES I want to participate in the Pre-authorized Debits Plan (PAD's); and,
 I have enclosed my **personal cheque marked "VOID."**

I understand the following conditions apply:

1. This agreement is in perpetuity;
2. A request for cancellation from the pre-authorized debits must be received at the CRPNA office, in writing, prior to the next processing date;
3. That 2 NSF occurrences during the plan period will result in **cancellation** of my participation in the plan, at which time the CRPNA will issue a refund to me less any NSF withdrawals at rate of \$25.00 NSF & administrative charges and,
4. That it is my responsibility to notify the CRPNA if my account is closed or changed and that if a withdrawal of mine is returned marked "account closed", I will be notified and within **10 working days** must submit new information or I will be removed from the PAD plan and will be refunded the balance I have paid to that point less the outstanding NSF & administrative charges;
5. Once removed from the PAD plan I would not be entitled to go back on the PAD plan for 2 payment plan years.

Signature: _____ Date: _____

✂