



Accounts Receivable

Corporate Accounts Receivable

Pre-Authorized Payment Plans (PAP)

Debit Agreement (PAD) Enrolment Form

FOR OFFICE USE ONLY

2009 116026

Payments run monthly from date authorized until the debt as noted below has been paid in full, unless the plan is terminated.

Steps to enrolment:

1. Choose the plan you prefer A or B;
2. Complete & sign form;
3. **Enclose a VOID cheque** (line of credit cheques cannot be used);
4. Mail or fax to number noted below.

The application is made on behalf of:

a person(s) a business

CUSTOMER NUMBER # (s)

First and Last Name / Name of Business (1)

First and Last Name (2) (if applicable)

Apt. Number Street Name

City / Town Postal Code

Home Telephone No. (area code + no.) Business Telephone No.

Acknowledgment of debt owed

I (we) acknowledge that the balance of the debt owed is:

Balance

_____ and will be paid pursuant to this plan. Please note, the balance is subject to accruing penalties, if applicable.

Payment Options - please check one only

Payments on the 1st of each month

A I (we) authorize the City of Ottawa to process a debit, in paper, electronic or other form in the amount of _____ on the 1st day of each month until my (our) debt is paid in full.

Payments on the 15th of each month

B I (we) authorize the City of Ottawa to process a debit, in paper, electronic or other form in the amount of _____ on the 15th day of each month until my (our) debt is paid in full.

Signature (1) Date

Signature (2) (if applicable) Date

This authorization will be valid until the debt as outlined above is paid in full. To withdraw from a plan, or change banking information you must provide the Revenue Branch, Corporate Accounts Receivable with (30) days written notice. An overdue account is subject to an interest charge of 1.25%. Interest will be added after the due date and every month thereafter until the account is paid in full.

There is a service fee for all items returned from your banking institution. Subscribers to the PAP, who have more than one returned item within a 12-month period, will become ineligible to continue on the PAP. The balance of the debt will become due immediately and subject to applicable penalties.

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. To obtain recourse directly from the City of Ottawa provide documentation to support your claim to us at the address above within 90 days of the disputed payment.

Corporate Accounts Receivable

Phone: 613-580-2424 ext. 13668 Fax: 613-580-2457

Mail: City of Ottawa, Revenue Branch, Corporate Accounts Receivable
P.O. Box 3441, Ottawa, ON K1P 1J5