



# ST. MARGARET'S SCHOOL

## PRE-AUTHORIZED DEBIT (PAD) AGREEMENT FORM

Please contact [receivables@stmarg.ca](mailto:receivables@stmarg.ca) to receive instructions for uploading the completed form to a secured site and/or for any questions regarding payments.

### 1. PAYOR INFORMATION (PLEASE PRINT CLEARLY)

NAME

STREET ADDRESS

CITY

PROVINCE

POSTAL CODE

PHONE (home)

(business)

### 2. STUDENT INFORMATION

NAME

GRADE

NAME

GRADE

NAME

GRADE

### 3. BANK ACCOUNT INFORMATION – Please check the box below or provide the following information:

Current Families Only: Please use the existing bank account information that St. Margaret's School already has on file.

OR

**PLEASE ATTACH A VOID CHEQUE OR PRE-AUTHORIZED DEBIT (PAD) BANK FORM FROM YOUR FINANCIAL INSTITUTION**

BRANCH

INSTITUTION

ACCOUNT NO.

Chequing Account:  Savings Account:  Other:

FINANCIAL INSTITUTION NAME

BRANCH ADDRESS

### 4. PRE-AUTHORIZED DEBIT (PAD) DETAILS

You, the Payer, authorize St. Margaret School Society to debit the bank account identified above for (please **check all** that apply):

- Enrollment Deposit Only on due date per re-enrollment agreement or invoice.
- One time payment of Full Tuition on due date per re-enrollment agreement or invoice.
- Monthly Tuition Fee per fee schedule. Amount will be withdrawn on the 1st of each month starting June 1 or per invoice.
- Variable amount (monthly incidentals as detailed on monthly billing statement). Amounts will be withdrawn on the 20<sup>th</sup> of each month or the next business day. Please enter maximum allowable amount \$\_\_\_\_\_ per month.

You, the Payer, may revoke your authorization at any time in writing, subject to providing notice of 30 days. To obtain a sample cancellation form, or for more information on your right to cancel a PAD agreement, contact your financial institution or visit <https://www.payments.ca/paying-pre-authorized-debit>  
Signature of Account Holder/Signatures of Joint Account Holder (if applicable):

Authorized Signature on the Account:	Date:
Authorized Signature on the Account:	Date: