

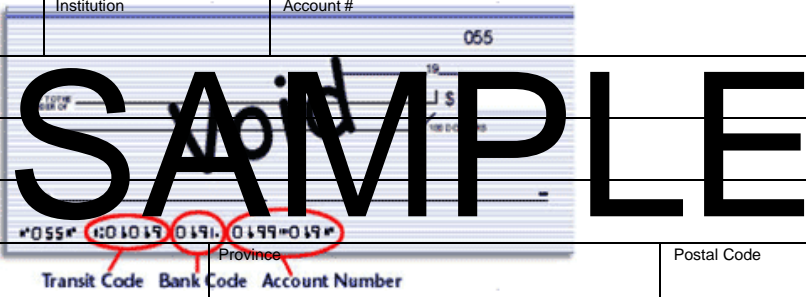


## Community Housing Pre-Authorized Debit Plan Agreement

I/We authorize Queen's University at Kingston and its agents and affiliates (Queen's Community Housing), and the financial institution designated (or any other financial institution I/we may authorize at any time) to begin deductions as per my/our instructions for monthly regular recurring rent payments, to be debited the first banking day of each month. **This authority is to remain in effect through the duration of the indicated lease period only** or until written notification is sent from me/us (for earlier cancellation) to Queen's Community Housing requesting termination of the Agreement. I/We understand that any modifications to account information (including cancellation) requires ten (10) days written notice before the next PAD is due. Please visit the Payments Canada website at <https://www.payments.ca> for more information regarding your rights and responsibilities when paying your bills using the Pre-Authorized Debit Plan.

**Important:** For joint accounts, all depositors must sign when more than one signature is required on a cheque issued against that account. A cheque marked "Void" must be returned along with this completed agreement or a print out from your bank with the required information noted under "Payor Financial Institution Banking Information".

PAYOR(S) INFORMATION			
Name		Student Number	
Address			
City	Province	Postal Code	
Telephone Number (with area code)		Cell Phone Number (with area code)	
Authorized Signature(s)			Date
PAYOR FINANCIAL INSTITUTION/BANKING INFORMATION (attach void cheque or print out from bank below)			
Branch #	Institution	Account #	
Name of Financial Institution			
Branch			
Branch Address			
City	Province	Postal Code	



Transit Code   Bank Code   Account Number

## PAYMENT INFORMATION

Payment is a fixed amount of \$ \_\_\_\_\_ /month occurring on the first banking day of each month. This Agreement is in effect for payment of rent during the Lease Period circled below (circle one only please):

Lease Period Starting:   January 1st, \_\_\_\_\_;   May 1st, \_\_\_\_\_;   September 1st, \_\_\_\_\_