

## COMMUNITY HOUSING PRE-AUTHORIZED DEBIT PLAN

### *What is the Pre-Authorized Debit Plan?*

Community Housing's pre-authorized debit plan is one of the easiest, most convenient ways to pay your monthly rent. Community Housing helps make your life a little easier by automatically deducting your rent payment from the bank account of your choice. Payments are withdrawn on the first banking day of each month. Our pre-authorized debit plan saves you time, cheque-writing and is an added measure that you won't miss or be late on any payments because you've been so stressed about that mid-term exam or paper you have due; it is worry free!

### *Benefits*

- No cheques to write
- No visits to Community Housing to bring in cheques or cash every month
- No waiting in line
- Convenience of knowing when the payment has gone through your bank account = No waiting for cheque to clear<sup>1</sup>
- Allows tenants to “pay their share” of the rent instead of being required to pay the full amount of rent in one payment.<sup>2</sup>

### *How Do You Join?*

Any chequing account in Canadian funds at a Canadian bank, trust company, credit union (or other financial institution) can be used for the plan. Simply **complete and sign the application form on the reverse and attach an unsigned cheque marked 'VOID' or a print out from your banking institution.**

*Handwritten banking information will not be accepted. Submit your completed documentation to Community Housing and that is it!*

### *Other Important Information*

- **A new pre-authorized debit agreement MUST be submitted for each lease period.**
- NSF fees apply if the debit does not clear. Please be sure to check your bank account to ensure your payment has cleared each month.
- **Any modification to account information (including cancellation) requires ten (10) days written notice before the next PAD is due.**

<sup>1</sup> Assumes that there are sufficient funds in your account to cover the amount being debited. Non-sufficient funds will result in an additional charge. Tenant's should still pay attention to their bank account to ensure the correct funds have been withdrawn and notify Community Housing immediately if there is a problem.

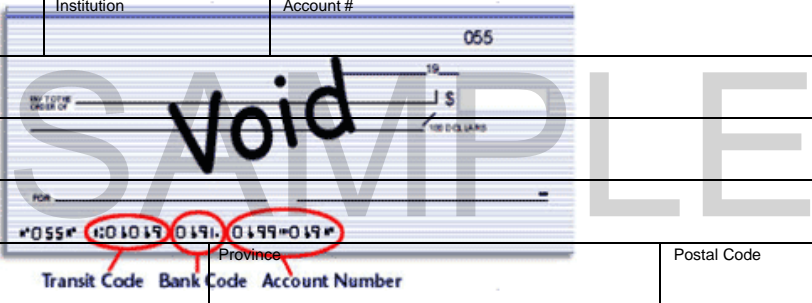
<sup>2</sup> All tenants of a unit must have submitted required documentation and signed Pre-Authorized Debit Agreements in order for split rent payments (e.g. two tenants paying \$300 each) to be accepted. Please note, this is an administrative process and does not negate the joint and several responsibility that all tenants of a unit have for the rent due on that unit.

## **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".

<b>PAYOR(S) INFORMATION</b>			
Name		Student Number	
Address			
City	Province	Postal Code	
Telephone Number (with area code)		Cell Phone Number (with area code)	
Authorized Signature(s)			Date
<b>PAYOR FINANCIAL INSTITUTION/BANKING INFORMATION (attach void cheque or print out from bank below)</b>			
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, \_\_\_\_\_