



# PRE-AUTHORIZED DEBIT (PAD) COMMERCIAL REFUSE



NEW CHANGE CANCEL

## SECTION 1: CUSTOMER (PAYEE) INFORMATION

NAME (COMPANY)		EMAIL	
PRIMARY CONTACT (FIRST/LAST NAME)		PHONE	
ACCOUNT NUMBER CR (8 DIGITS)		BUSINESS PARTNER BP (10 DIGITS)	
SERVICE LOCATION			
BILLING / MAILING ADDRESS			
CITY	PROVINCE / COUNTRY		POSTAL CODE

## SECTION 2: BANK ACCOUNT INFORMATION

ACCOUNT #	BANK TRANSIT #
FINANCIAL INSTITUTION #	ACCOUNT TYPE Chequing Savings
FINANCIAL INSTITUTION NAME	BRANCH ADDRESS

**\*Please note** - a blank cheque marked "void" **MUST** be attached to this form (or official bank form)

To apply for the PAD, the commercial refuse account must be in good standing with no outstanding balances.

COMMERCIAL REFUSE – Payment date will be on the 15<sup>th</sup> of February, May, August and November. If the 15<sup>th</sup> falls on a weekend or holiday, it will be withdrawn on the next business day.

**The PAD amount withdrawn quarterly will be variable, as noted on the invoice preceding the PAD withdrawal.**

I/We, the Payor(s) authorize the City of Burnaby to begin deductions for recurring quarterly payments and/or one-time payments from time to time, for payment of all charges arising under my/our City of Burnaby account specified in section 1 above. Regular payments for the full amount of services delivered will be debited from the bank account identified.

**I/We, the Payor(s) have waived the right to receive pre-notification of the amount of the PAD and I/We understand that the commercial refuse quarterly bill will reflect the amount of the next PAD deduction.**

Account Holder(s)  
Initials \_\_\_\_\_

## SECTION 4: AUTHORIZATION

- I/We understand it is my/our responsibility to provide written or electronic notification to the City of Burnaby when there are any changes or cancellation to my/our PAD account 10 calendar days before the next scheduled PAD.
- I/We understand that in an event I/we sell my/our property, or as a tenant I/We moved out from the property, I/We or my/our lawyer **MUST** terminate the PAD by providing written or electronic notification to the City of Burnaby 10 calendar days before the next scheduled PAD.
- Upon notification of account termination, the City of Burnaby will generate a final invoice and will discontinue the scheduled PAD for this service location once the invoice has been paid.

**I/We, the Payor(s), have read, understand and agree with the items noted in Section 4 (above) and the terms and conditions (see page 2).**

NAME (PLEASE PRINT)	NAME (PLEASE PRINT)	REVENUE SERVICES USE ONLY
SIGNATURE OF ACCOUNT HOLDER	SIGNATURE OF JOINT ACCOUNT HOLDER (IF APPLICABLE)	
DATE	DATE	TAKEN BY
		DATE

**Please return the completed form with your voided cheque by mail, fax or in "24 hour letter box" located at both entrance doors to City Hall. See page 2 for Terms and Conditions**

**General Terms and Conditions**

- **Your Payor's PAD Agreement may be cancelled provided written notice is received by the City of Burnaby 10 calendar days prior to the next scheduled PAD.** For more information on your right to cancel a PAD Agreement, to receive a reimbursement for any PAD that is not authorized or is not consistent with this PAD agreement, you may contact your financial institution or visit [www.payments.ca](http://www.payments.ca)
- It is the Payor's responsibility to notify Revenue Services in writing of any changes to the banking information that your payment is to be debited from within the same time frame as a cancellation (see above bullet).
- This PAD Agreement authorizes the City of Burnaby to withdraw funds from your bank account on the agreed-upon withdrawal date. The City of Burnaby does not specify to your bank the time of day for the PAD withdrawal. Contact your financial institution about the time of day that electronic debits are processed.
- **Dishonoured Payments:** Each dishonoured payment will be subject to a service charge as set out in the Consolidate Fees and Charges Bylaw. If two (2) dishonoured payments are returned in a six (6) month period, you may be placed on a one (1) year probationary period, whereby only payment by cash, debit card, money order, bank draft, certified cheque or online banking will be accepted. After two consecutive PAD NSF's, the City of Burnaby may cancel your PAD agreement, in which case a new PAD form will be required. In addition, a 2% penalty will apply on the outstanding balance if not paid by the due date.
- I/We have certain recourse rights if any debit does not comply with this agreement. For example, I/we have the right to receive reimbursement for any PAD that is not authorized or is not consistent with this PAD Agreement. To obtain a form for a Reimbursement Claim, or for more information on my/our recourse rights, I/we may contact my/our financial institution or visit [www.payments.ca](http://www.payments.ca)
- Personal Information is collected for the purposes of Pre-Authorized Debit (PAD) application form for payment of commercial refuse. The City of Burnaby is collecting this information under S.26(c) of the Freedom of Information and Protection of Privacy Act.
- All adjustments to the current Commercial Refuse and Recycling bill will be processed for the next quarterly billing.
- **For questions regarding the collection of personal information, please contact Revenue Services at 604-294-7350 or [tax.refuse@burnaby.ca](mailto:tax.refuse@burnaby.ca) or 4949 Canada Way, Burnaby BC V5G 1M2.**

**Please retain a copy of this application including the Terms and Conditions for your records.**