

Modification to your existing PAD agreement details can be made by completing this form and submitting it at least thirty (30) days before the next billing date. Select the modification you are making below, complete the form and return it to the Comox Valley Regional District (CVRD). **If you are updating account information you must include a cheque marked "VOID" or a document from your financial institution.** If you have any questions, please call 250-334-6000.

Submit **30 days prior to the next payment date** by one of the following methods.

- Mail: Comox Valley Regional District, 770 Harmston Ave, Courtenay, B.C. V9N 0G8
- Email: [utilities@comoxvalleyrd.ca](mailto:utilities@comoxvalleyrd.ca)
- In person: 770 Harmston Ave in Courtenay

I would like to cancel pre-authorized debit  
withdrawals as of \_\_\_\_\_  
Date

I would like to update my banking information  
as of \_\_\_\_\_  
Date

**Customer Information (Please print clearly)**

Name(s):			Utility Account Number:
Civic Address:			Owner:
			Tenant:
Day Phone:	Other Phone:	Email address:	Personal:
			Business:

**Pre-Authorized Debits (PAD) Agreement Terms and Conditions**

1. To be accepted for the payment program, an eligible Payor must make application to the Collector by completing and returning a Pre-Authorized Debit (PAD) Agreement and have chequing account privileges at a financial institution in Canada.
2. New agreement forms must be submitted thirty (30) days before to the next billing date.
3. You, the Payor, authorizes the CVRD to debit the bank account provided for the balance of your invoice, on the applicable monthly, quarterly or annual payment due date.
4. This authority is to remain in effect until the CVRD has received written notification from you of its change or termination. This notification must be received at least thirty (30) days before the next payment. The sale of property DOES NOT result in automatic termination of this agreement.
5. The payor(s) must give the CVRD written notice of any change in financial institution or account information at least 30 days before the next payment due date.
6. 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.payments.ca](http://www.payments.ca)
7. The CVRD may cancel the payor(s)'s use of pre-authorized payment if the payor(s)'s financial institution refuses to honour two consecutive payments.
8. The CVRD will impose and collect a service charge on any dishonoured payments.

**A cheque marked "void" or a document from your financial institution MUST be provided.**

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The personal information collected on this form is collected under the authority of Section 26 (c) of the Freedom of Information and Protection of Privacy Act and will be used solely for the purpose of the processing pre-authorized payments to the CVRD. Should you have any questions about the collection, use and protection of your personal information, please contact the Manager of Financial Operations by emailing [utilities@comoxvalleyrd.ca](mailto:utilities@comoxvalleyrd.ca) or by calling the Financial Accounting Technician at 250-334-6000.