



ST. TIMOTHY'S
ANGLICAN CHURCH

Thanks for your interest in giving to St-Timothy's by Pre-Authorized Debit. This is a confidential process administered by Daphne Martin our Envelope Secretary. Attached is a file with the authorization form which needs to be printed out, completed, signed and returned together with one of your Bank (or other institution) cheques marked "Void".

Please note that all pre-authorized debit agreements have to comply with rules set out by Payments Canada the governing body which regulates all financial institution payments processes in Canada. This authorization complies with these requirements. Please refer to the Payments Canada website (payments.ca) if you require further information.

Much of the information required on the form is relatively self explanatory.

- 1) There is an "X" by "Personal" as It is assumed that all donations to St. Timothy's are personal in nature.
- 2) Please indicate the monthly amount you wish to donate as well as your envelope number. In order to keep our administrative effort lower and our bank charges down, we are requesting that all donations are monthly rather than weekly.
- 3) Please indicate the desired day of the month you wish your donation to be debited to your bank account. It can be any day to suit your needs. Generally, we would prefer the first day of the month, but it's not mandatory.
- 4) Please indicate the frequency and number of months you wish to donate. It can be for a one-time payment, a fixed number of monthly payments or unlimited. See 8) below if you wish to make a change.
- 5) The required bank information can be found on the bottom row of your cheques. If you are unsure of how to complete this information, it can be left blank and we can get it from your void cheque. Alternatively please click on <https://wa.risd.edu/WebAdvisor/html/brtransit-number.html>
- 6) Please sign and date the form.
- 7) If you do not have a void cheque, one can be obtained by going to your bank/ or other institution branch or your bank's on-line banking site.
- 8) Your authorisation can be changed at any time by writing (with a new pre-authorization form) to St Timothy's Envelope Secretary (see address below) or by email to donate@st-timothy.com. Alternatively, if you wish to completely cancel, no form is required, just a note requesting cancellation. 10 days advance notice is required for any changes.
- 9) Payments Canada rules would normally require St Timothy's to provide 10 calendar days advance notice of any pre-approved debit to your account. However, Payments Canada allows for waiving of notice requirements if this waiver is in writing. To reduce our administrative

burden, especially as it is anticipated that most payments will be the same every month, we are respectfully requesting our donors to waive these advance notice requirements. This waiver is noted on the form.

- 10) Please also note that the authorization also provides payors with recourse rights should any amounts debited to your account by St Timothy not be in accordance with the signed agreement.

The authorization form and the void cheque can be sent by regular mail to Daphne at her address which is 569 Silverdale Place, North Vancouver, BC, V7N 2Z6. However, If you are able to do so, please scan or photograph the completed form and the void cheque and email them to donate@st-timothy.com. We expect to shortly have these blank documents available on our website.

If you wish to make any seasonal donations, they can be made using the same form using the one-time option or by making an Interac e-transfer donation.

If you have any questions, please contact Daphne or Chris Young (youngchris@shaw.ca / 604 328 9745)