

St. Philip, Oak Bay – Direct Deposit Offering

The following instructions describe the information required when completing the attached

COASTCAPITAL “PRE-AUTHORIZED PAYMENT - AUTHORIZATION FORM”

which is required to Sign-Up or Change or Cancel your Direct Deposit Offering

**Please bring the completed attached form, with ID for validation,
to Betty Davidson (Envelope Secretary) or Karen Fenimore (Office Administrator)**

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1. Check one box for “New Authorization” or “Amend Existing Authorization” or “Cancellation”.
2. Under PAYMENT DETAILS
 - a. **Amount of Payment:** enter dollar value
 - b. **Start date:** enter month-day-year
 - c. **End date:** (optional)
 - d. **Payment Frequency:** enter frequency e.g. Monthly (*you can specify the day of the month*); Bi-Weekly (*you can specify start date*); OR 1st & 15th OR 15th & 28th
3. Under PAYOR(S) ACCOUNT (DEBIT ACCOUNT)
 - a. **Payor Name:** Name of the account holder. If joint account, (with both signatures required) include both names and IDs
 - b. **ID Type:** State type of ID e.g. Driver’s Licence or Passport or BC ID Card
 - c. **ID#:** The identification number for the identification type being used
 - d. **Exp Date:** The expiry date for the identification type being used
 - e. If joint or multiple account holders, include ID Type, ID# and Exp Date for each party
 - f. Complete Payor account details (Transit #, Institution # and Account #) and the name of the financial institution and provide a void cheque.

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4. Under AUTHORIZATION
 - a. For new authorization or amendments, sign and date on the line “Payor Signature”
 - b. If joint account, include both or multiple signatures
 - c. If cancellation, skip this section
5. Under WAIVER OF PRE-NOTIFICATION
 - a. For new authorization or amendments, sign and date on the line “Payor Signature”
 - b. If joint account, include both or multiple signatures
 - c. If cancellation, skip this section
6. Under CANCELLATION
 - a. For cancellations, sign and date on the line “Payor Signature”
 - b. If joint account, include both or multiple signatures
 - c. If new authorization or amendments, skip this section

