



## Pre-Authorized Payment Plan

### HOW IT WORKS

“Pre-Authorized Debit Agreement” means that you personally authorize HOPE BIBLE CHURCH to regularly withdraw your offering directly from your bank\* account.

All you need to do is select the amount you wish to give and the most convenient monthly date(s) (weekly, 1st, 15th, 30th) for the withdrawals.

HOPE BIBLE CHURCH looks after everything else. We arrange for the withdrawal from your account and the bank confirms the transactions on your monthly statement.

\* “Bank” refers to any bank, trust company, or financial institution.

### ADVANTAGES

Convenient and trouble free! You no longer have to remember to write your cheque or bring your offering. If you are away, the church continues to receive your offerings.

*Economical* – saves envelopes, and most importantly, time.

*Dependable* – you know the transaction will be made on the date you specify, not whenever the cheque goes through.

*Cost effective* – greatly assists Hope Bible Church in cash management and reduces administrative time.

### HOW TO BEGIN

Complete the attached authorization form, being sure to note withdrawal date(s) and amount for your own records. (You may wish to make a photocopy for your file.)

Attach a blank cheque for the account you wish to have debited. Write “VOID” in obvious type across the cheque.

Detach and scan the completed authorization form and voided cheque to [Finances@HopeOttawa.ca](mailto:Finances@HopeOttawa.ca).

### HOW TO REVISE OR CANCEL

You may revoke your authorization at any time, subject to providing notice in writing of 15 days. To obtain a sample cancellation form, or for more information on your right to cancel a PAD agreement. You may contact your financial institution or visit [www.cdnpay.ca](http://www.cdnpay.ca).

To change either the transaction date or amount, send us a letter or email [Finances@HopeOttawa.ca](mailto:Finances@HopeOttawa.ca) indicating the changes requested.

If for any reason you wish to cancel the plan at any time, send us a letter or email stating this request. Should you require last-minute cancellation, you can place a “stop-payment” order at your bank. (If at all possible, we would prefer you contact us as this would avoid a returned cheque charge.)

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 the PAD Agreement. To obtain more info on your recourse rights, you may contact your financial institution or visit [www.cdnpay.ca](http://www.cdnpay.ca).

## Pre-Authorized Payment Plan

I hereby authorize Hope Bible Church to withdraw my offerings as outlined below.

*Pick one or more of the following*

Weekly transaction:  on Fridays and/or

Monthly transaction date:  1st  15th  30th

In the amount of \$ .....

Beginning the month of: .....

Designate to: **“HOPE BIBLE CHURCH OTTAWA”**

First Name(s): .....

Middle Initial(s): .....

Last Name: .....

Address: .....

City: ..... Prov: .....

Postal Code: .....

Phone: .....

Bank Name: .....

Address: .....

City: ..... Prov: .....

Postal Code: .....

*Please attach a voided cheque or a Bank Direct-Deposit form.*

*Please sign below as you would on a regular cheque.*

*Second signature is required for joint accounts.*

Signature 1: .....

Signature 2: .....

Date: .....

This donation is made on behalf of:

Individual  Business

(Please scan the completed form to [Finances@HopeOttawa.ca](mailto:Finances@HopeOttawa.ca))