

### Important Information Regarding Pre-Authorization:

CanadaHelps reserves the right to perform a Funds Transfer Pre-Authorized Debit (PAD) to your charity's bank account in the event of payments made in error, credit card chargebacks, NSF, refund requests, and suspected or actual fraud related to funds previously disbursed into your bank account. CanadaHelps PADs occur in a variable amount on a fixed bi-weekly schedule. Signing this form authorizes CanadaHelps to perform such debits when necessary.

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 cancel this PAD agreement, your charity must provide 30 days written notice to CanadaHelps.org. To obtain more information on your recourse rights, or to obtain a sample cancellation form and receive more information about your right to cancel your PAD agreement, contact your financial institution or visit [www.cdnpay.ca](http://www.cdnpay.ca).

### Required Authorized Information:

Charity Name:	
Charitable Registration Number:	Date:
Address:	
Contact Person:	Telephone Number:
Bank Institution Code (3 digits):	Fax Number:
Bank Account Number (7 digits minimum):	Bank Transit Number (5 digits):
Name of Authorized Signing Officer:	
Signature of Authorized Signing Officer:	

### Ready to submit? Please follow these instructions:

1. Ensure all the above information is completed (all fields are required).
2. Attach a clear and readable copy of a voided cheque (preferred method) or a bank statement.
3. Send in your fully completed form and requested banking information listed in item two of these instructions by email at [info@canadahelps.org](mailto:info@canadahelps.org), or by fax at **1-888-787-4264**.  
All documentation can be scanned or clearly photographed. If needed, documentation can also be mailed to CanadaHelps to the address listed below.



Please note we can only complete your request once all requested documentation is received.

If you have any questions, please contact us at [info@canadahelps.org](mailto:info@canadahelps.org) or by phone at 1-877-755-1595.

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**Registered Charity Number** 89656 8417 RR0001