



Agreement for Pre-Authorized Debit Payments for Parking Services

Please read and complete the Pre-authorized Debit (PAD) Plan Agreement below.

The "Customer" as named below, authorizes The Corporation of the City of Kitchener ("City"), and the financial institution designated (or any other financial institution the Customer may authorize at any time) to begin deductions as per the Customer's instructions for monthly regular recurring payments from time to time, for payment of all charges arising under the Customer's City parking account(s). Regular monthly payments for the full amount of parking charges will be debited to the Customer's specified account, in advance, on the **10th day of each month**. The current monthly parking fee is \$_____ including HST at _____ (insert parking facility name). **The monthly parking fee is subject to change from time to time with City Council approval.**

City Parking Customer Number:			
Customer name(s):			
Address:		Email:	
City/Town:	Province:	Postal Code:	
Phone: (Bus.)	(Home)	(Cell)	
Please include an unsigned personalized cheque from the account which you want the City to withdraw your payments. Please write "Void" in ink across the face of the cheque.			
Financial Institution ("FI"):			
FI Account Number:			
FI Transit Number: (5 digits)		FI Bank Number: (3 digits)	
FI Address:			
FI City/Town:	Province:	Postal Code:	
Authorized Signature(s):			Date:
By placing a signature on this agreement, the parking Customer(s) acknowledges that he/she/they have read, understood, and agreed to all the terms of this authorization.			
OFFICE USE ONLY			
First Withdrawal Date _____ mm/dd/yy	In the Amount of \$ _____ (includes applic	Plus \$ _____ (Deposit)	Total \$ _____
Commencing: _____ mm/dd/yy	Fee will then be \$ _____	Place X here _____ if first payment noted above paid in advance by cheque.	

The Customer agrees that if any withdrawal from the Customer's account fails to be honoured by the Customer's financial institution that the City's Parking Division may cancel the Customer's parking privileges and that all unpaid parking fees including fees in advance for the rest of the month will be immediately due and payable. **Each time your financial institution fails to honour a withdrawal from your account, you will be assessed the City's normal NSF administration fee and late payment charges. Please note that if a withdrawal is returned NSF, there will be a 2nd attempt made within three (3) business days. Your bank will charge a returned cheque fee on the initial attempt as well as the 2nd attempt if not successful.** If you withdraw from the Plan or your Plan is cancelled, all unpaid parking becomes due and payable, and is subject to the standard penalties.

Initials _____



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The Customer understands and agrees that this PAD Agreement enables the Customer to pay for parking directly from the Customer's account, without having to write cheques, pay for postage, or worry about missed due dates. The City does not charge for this service, however, normal bank services do apply.

The Customer agrees that this authority is to remain in effect until the City has received written notification from the Customer of its change or termination. This notification must be received at least fourteen (14) days before the next debit is scheduled at the address for written notice provided below. The Customer may obtain a sample cancellation form, or more information on the Customer's right to cancel a PAD Agreement at the Customer's financial institution or by visiting www.cdnpay.ca.

The Customer agrees to provide written notice of any changes to the Customer's banking information including a change of bank account at least 14 days before the next debit is scheduled at the address for written notice provided below.

The City may not assign this authorization, whether directly or indirectly, by operation of law, change of control or otherwise, without providing at least 10 days' prior written notice to the Customer.

Withdrawals pursuant to this Agreement relate to the payment of parking and are considered personal PAD's.

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.cdnpay.ca.

Current parking rates may be found online at <http://www.kitchener.ca/parking> or by calling (519) 741-2378.

The Customer specifically agrees to waive any pre-notification of increases in monthly parking fees that have been approved by City Council.

Personal information on this form is collected as authorized by the Municipal Freedom of Information and Protection of Privacy Act and will be used to manage our pre-authorized payment plans. Information about the collection, use or disclosure of the Customer's personal information should be directed to Revenue Division at (519) 741-2450, TTY 1 866 969-9994.

Written notices related to this Agreement may be sent to: **City of Kitchener, Attention: Revenue Division, 200 King St. W., Kitchener, ON, N2G 4G7** or by email to parkingpreauth@kitchener.ca or by fax to (519) 741-2751.

Parking inquiries may be sent to City of Kitchener, Attention: Parking Division, 200 King St. W., Kitchener, ON, N2G 4G7, by phone at (519) 741-2378, or e-mail to Kitchener.parking@kitchener.ca.