



RAVENS
CARLETON UNIVERSITY

Credit Card Authorization Form

DATE: _____

NAME: _____

ADDRESS: _____

CITY: _____

PROVINCE: _____

POSTAL CODE _____

PHONE: (H) _____

(O) _____

FAX# _____

EMAIL: _____

CREDIT CARD: Please circle one VISA MasterCard

CREDIT CARD #: _____

EXPIRY DATE: _____

CAHL/CWAHL Winter 2018-19 Payment Schedule

August 15th, 2018	\$500.00
September 15th, 2018	\$2,735.00
October 15th, 2018	\$2,735.00
Total:	\$5,970.00

SIGNATURE: _____



Electronic Funds Transfer Authorization

Electronic Funds Transfer (EFT) is an optional service designed for clients who wish to pay for services of the Department of Recreation and Athletics on a fixed payment schedule.

The following conditions apply to this service:

- You must provide us with a VOID cheque from your financial institution to avoid errors in banking information.
- We will not transfer cash electronically to or from third parties.
- You should provide a valid email address for any necessary notifications
- The EFT service is for Canadian dollar accounts only.
- Your financial institution must be situated in Canada.
- If you change your banking information you must notify our Welcome Center Administrator before any withdrawal is performed.

Client Information

Client Name/Team Name _____ Joint Account Holder Name (if applicable) _____ Email _____

Address _____ City _____ Province _____ Postal Code _____

Transaction

Funds Transfer Pre-Authorized Debit (PAD) – Transfer cash from your financial institution account to pay for your Carleton Adult Hockey League team as per payment schedule below, for a total of **\$5970.00** tax included.

Type	Amount	Payment Date
Deposit	\$500.00	15-Aug-2018
First Payment	\$2735.00	15-Sep-2018
Second Payment	\$2735.00	15-Oct-2018

Banking Information (Please staple a VOID cheque)

If this is a joint bank account, have the joint account holder sign here² **X** _____

² This is for instances where signatures of both account holders are required as per the term of the joint bank account. .

Additional Notes: _____

Client Authorization

I/We hereby authorize Carleton University – Department of Athletics to conduct the Electronic Funds Transfer(s) as indicated above. I/We have read the terms and conditions contained on the Carleton University Electronic Funds Transfer Authorization Form and agree that such terms and conditions are binding on me/us.

X
Client Signature _____ Witness _____ Date (mm/dd/yyyy) _____

Carleton University –
Department of Recreation and
Athletics • www.carleton.ca/athletics

1125 Colonel By Drive • Ottawa Ontario K1S 5B6 • Tel: 1.613.520.4480

Electronic Funds Transfer Authorization

Electronic Funds Transfer (EFT) Terms & Conditions

In this Agreement,

- "you", "your" means "Carleton University – Department of Recreation and Athletics".
 - "me", "my", "I", means the "Customer".
 - "Processing Institution" means the financial institution that holds the Account to be credited/debited by means of Electronic Funds Transfer.
 - "Processing Institution Account" means my Account at the financial institution.
- a) I acknowledge that all my financial transactions will be handled by your Electronic Funds Transfer service. The Processing Institution Account that Carleton University – Department of Recreation and Athletics is authorized to draw upon has been specified by me on the Carleton University – Department of Recreation and Athletics Electronic Funds Transfer Authorization Form. A specimen cheque has been marked "VOID" and attached to the Carleton University – Department of Recreation and Athletics Electronic Funds Transfer Authorization Form.
- b) I acknowledge that this authorization is provided for the benefit of Carleton University – Department of Recreation and Athletics and the Processing Institution and is provided in consideration of the Processing Institution agreeing to process debits for my Processing Institution Account in accordance with the Rules of the Canadian Payments Association.
- c) This authorization is continuing and Carleton University – Department of Recreation and Athletics may rely on this authorization for all financial transactions relating to my account(s) and/or my Processing Institution Account(s), until I notify Carleton University – Department of Recreation and Athletics of any changes in accordance with section (f) below.
- d) I warrant and guarantee that all persons whose signatures are required to sign on my Processing Institution Account(s) have provided their signature(s) on the Carleton University – Department of Recreation and Athletics *Electronic Funds Transfer Authorization Form*.
- e) I hereby authorize Carleton University – Department of Recreation and Athletics to deposit or draw on the Processing Institution Account, for the following purposes:
- i. Debiting my Processing Institution Account in accordance with Page 1 of the Carleton University – Department of Recreation and Athletics Electronic Funds Transfer Authorization Form.
- f) I may change or revoke this authorization at any time upon providing thirty (30) business days written notice to Carleton University – Department of Recreation and Athletics. In the case of a change or revocation that impacts the debiting of my services, written notice must be received by Carleton University – **Department of Recreation and Athletics not later than 30 days** in the year in which the service is to be debited. Sample cancellation forms or further information on your rights to cancel any pre-authorized debits can be obtained from my Processing Institution or by visiting www.cdnpay.ca. Full refund policy details are available by visiting www.carleton.ca/athletics
- g) I acknowledge that Carleton University – Department of Recreation and Athletics has the right to terminate my authorization, if through no fault of your own, you are unable to debit the Processing Institution Account(s) in the full amount that I have specified.
- h) I acknowledge that provisions and delivery of this authorization to Carleton University – Department of Recreation and Athletics constitutes delivery by me to the Processing Institution.
- i) I acknowledge that I am responsible for ensuring that there are sufficient funds available in my Processing Institution Account to cover any transfers. I am responsible for all service fees that may arise in connection with my Processing Institution Account.
- j) I undertake to inform Carleton University – Department of Recreation and Athletics, in writing, of any changes in the Processing Institution Account information provided in this authorization prior to requesting any transactions with respect to my Processing Institution Account.
- k) I acknowledge that the Processing Institution is not required to verify that a deposit or debit has been issued in accordance with the particulars of my authorization including, but not limited to, the amount and frequency of deposits or payments.
- l) I acknowledge that the Processing Institution is not required to verify that any purpose of payment for which the debit was issued has been fulfilled by Carleton University – Department of Recreation and Athletics as a condition to honouring a debit issued or caused to be issued by me on my Processing Institution Account.
- m) Revocation of this authorization does not terminate any contract for goods or services that exists between me and Carleton University – Department of Recreation and Athletics. My authorization applies only to the method of payment and does not otherwise have any bearing on the contract for the goods or services exchanged.
- n) I have waived my right to receive pre-notification of the amount of each pre-authorized debit authorized by the Carleton University – Department of Recreation and Athletics Electronic Transfer Authorization and agree that I do not require advance notice of the amount of the pre-authorized debits before the debit is processed. **The initial receipt will contain details on the dates of each preauthorized debits will be performed.**
- o) **I have certain recourse rights if any debit does not comply with the Carleton University – Department of Recreation and Athletics Electronic Funds Transfer Authorization Form. For example, I have the right to receive reimbursement for any debit that is not authorized or is not consistent with this document. To obtain more information on my recourse rights, I may contact my Processing Institution or visit www.cdnpay.ca**
- p) If the funds in my Processing Institution Account are insufficient to cover any debit authorized by the Carleton University – Department of Recreation and Athletics Electronic Funds Transfer Authorization Form, Department of Recreation and Athletics may assess a \$25 + HST NSF fee, as outlined in the Carleton University – Department of Recreation and Athletics Service Fee Schedule. In the case of insufficient funds, the NSF fee and the failed debit will be withdrawn from my Account.