

## Pre-Authorized Debit Agreement Instructions

Please use the following instructions to complete our Pre-Authorized Debit Agreement. Our office must receive the agreement at least 8 days before the indicated start date if payments are to begin as requested. Note, we only offer payments on the 1<sup>st</sup>, 10<sup>th</sup>, 16<sup>th</sup> and 25<sup>th</sup> of the month. If these days are not convenient for you, please consider post-dated cheques as an alternative method of payment.

If you have any questions or concerns regarding Pre-Authorized Payments or completion of the Agreement, please e-mail [accounting@sands-trustee.com](mailto:accounting@sands-trustee.com) or call Caitlin McColl at 604-583-5499.

Ensure that all of the following pages are completed before returning the Agreement to the address listed below.

### Page 1

- Complete Section 1: *Customer Information*
  - Debtor Name
  - Current mailing address
  - Current city, province, postal Code
  - Current daytime telephone number
- Please provide banking information with a void cheque or other equivalent document provided by the bank. Do not complete Section 2: *Bank Account Information*
- DO NOT complete the *Office use only* section.

### Page 2

Under *Proposal and/or Bankruptcy Payments*

- Include the amount of pre-authorized payment to be drawn on each payment date
- Specify an amount not to exceed (please see administrator for further clarification)
  - The amount for bankruptcy files must be \$100 greater than the pre-authorized payment amount
  - The amount for proposal files can be the same as the pre-authorized payment amount
- Circle the frequency at which payments should be drawn (semi-monthly/monthly)
- Indicate the month and day (1<sup>st</sup>, 10<sup>th</sup>, 16<sup>th</sup> or 25<sup>th</sup>) on which payments are to begin

### Page 3

- Read the *Cancellation of Arrangement* and initial the subsequent box to indicate understanding of the terms
- Date the agreement and sign the authorized signatory line.
  - The account holder must sign the agreement to authorize payments. If the payments will be applied to Consumer Proposal or Bankruptcy filed by someone other than the account holder, BOTH the debtor and the account holder must sign the Pre-Authorized Debit Agreement.

The completed Pre-Authorized Debit Agreement and attached banking information should be addressed to the Accounting Department and mailed to the following address for processing.

E. Sands & Associates Inc.  
#203-10366 136A Street,  
Surrey, BC V3T 5R3