

PaymentEvolution

PREAUTHORIZED DEBIT AGREEMENT INSTRUCTIONS

Thank you for selecting PaymentEvolution for your electronic payment needs. To ensure your account is setup quickly and correctly, please review and complete each step below.

<input checked="" type="checkbox"/>	Download this agreement	
<input type="checkbox"/>	Complete, sign and return agreement	< 10 minutes
<input type="checkbox"/>	Review by PaymentEvolution	48 hours
<input type="checkbox"/>	Activation instructions sent to you	24 hours
<input type="checkbox"/>	Notification email sent and accepted by you	< 1 min
<input type="checkbox"/>	Electronic payments activated	< 1 hour

Activation can take up to 5 business days, please keep this in mind when setting up your payroll account

Why do we require this information? The Canadian Payments Association and financial institutions are focused on fraud prevention by both account holders and processors like PaymentEvolution. We must be diligent when accepting PAD agreements to ensure that **a)** you have the right to bind the business and **b)** your business information is accurate. These measures protect both account holders and PaymentEvolution from any misunderstanding or misrepresentation.

Where to send your application and supporting documents:



Mail

PaymentEvolution ePay
12-2601 Matheson Blvd East, Mississauga, ON L4W5A8



Fax


+1 647 776 7676

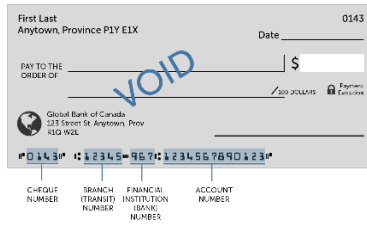


Secure Upload (recommended)


<https://help.paymentevolution.com/hc/en-us/requests/new>

What to include in your application:

 Void cheque or original bank verification letter




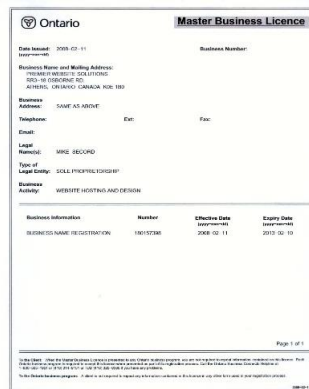
The void cheque must be imprinted with your name / organization (starter cheques are not acceptable). Alternatively, a bank verification letter indicating that your account is in good standing and that you are the signing officer can be submitted.

 Copy of a bill or statement with a matching address



A utility, phone or other such bill with a matching company name and address is acceptable. Please cross/black out any confidential information

 Business registration or incorporation showing you as the signing officer



Any government issued or verified documentation that can help us validate your relationship to the company. The document must show that you are a signing officer of the company. Alternatively, a stamped, cleared cheque with your signature from the past two months is also acceptable.

 Photo ID



Clear and legible copy of valid photo ID with signature and full name

 Second ID



Another piece of ID with signature and full name



Client Name: <i>Office use only</i>	Client Number: <i>Office use only</i>
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All fields are mandatory

PRE-AUTHORIZED DEBIT (PAD) PAYOR DETAILS

Business Name (if applicable)		
Registered Mailing Address		
City	Province	Postal Code
Telephone Number	PaymentEvolution Login E-mail:	
<input type="checkbox"/> I do NOT want PaymentEvolution to make remittance payments to government agencies (CRA, Revenu Québec and others as available)	Maximum total value of each pay run	Referral code (optional)
Requested starting date for electronic payments	CRA Payroll Number	Québec Business Number (if applicable)

BANK ACCOUNT INFORMATION (PAYOR SOURCE ACCOUNT DETAILS)

Deposit Account Number	Branch Transit Number	Financial Institution Number
Financial Institution Name		
Branch Address		
Account Representative and Contact Details		

APPLICATION FEE
Processing fee is \$55 + taxes

Name (on credit card)	Card number	
Expiration	CVV	I authorize PaymentEvolution to charge my credit card for the application fee plus any applicable taxes



SIGNATURES

Authorized signature	Authorized signature (for joint account holder)
Print name	Print name
Date	Date



PAYMENTEVOLUTION

Account Information:

The account that the Payee is authorized to draw upon is indicated above. A specimen cheque available for this account has been marked "VOID" or a Bank letter and is attached to this authorization.

Accuracy and Changes in Account Information:

By signing this Authorization, we certify that all information contained in this form is accurate and we agree to inform the Payee, in writing, of any change in the information provided prior to the next due date of the PAD.

Valid Signing Authority:

We warrant and guarantee that all persons whose signatures are required to sign on this account have signed this agreement below.

Authority to Debit Account:

We hereby authorize the Payee to draw on our account indicated above with our Financial Institution, for the purpose of business payments, payroll related transactions, application payment process and administration fees as calculated through the paymentevolution.com secured payroll and payments web application and payments engine. We understand that payment calculations will be made by the system using information we have inputted and only after we have processed the various steps through the web application.

Frequency and Amount of Debits:

A debit, in paper, electronic or other form in a variable amount ranging from \$0 to the maximum amount specified above may be drawn on our account in a sporadic manner. Annual top-ups or adjustments are not permitted.

As payments are sporadic, we agree to cooperate with the Payee to pre-authorize the processing of each and every PAD against our account by use of an online password, or such other electronic signature equivalent. We agree to constitute the finalize step in the payroll process through paymentevolution.com as valid authorization. The web application payment summary prior to the PAD will act as sufficient notice and we therefore waive any requirements for pre-authorization. We understand that the frequency will be under our control through our authorization via a private paymentevolution.com secure internet account only when we click to process payroll and change the frequency of an employee's payroll to fit our business requirements. This action is understood as the PAD trigger event.

We authorize and understand that the PAD amount may include and are not limited to payroll amounts for our employees, contractor amounts, government deductions, benefits, associated fees and any other amount as listed and selected on the paymentevolution.com web application.

Remittance service

PaymentEvolution e-Pay clients have the option to electronically submit their payroll deductions and remittances.

By signing this agreement you accept the terms of this service and authorize PaymentEvolution to debit the remittance total plus payroll amount as calculated for each pay run processed by the account administrator. You may opt out of the remittance service by checking the option in this agreement.

IMPORTANT NOTICE: As the payroll administrator for your company, you will click on "end of period" through the PaymentEvolution Payroll interface when you wish to remit funds. Only when you close a period will the remittance amounts be submitted to the Canada Revenue Agency. PaymentEvolution is not liable if you do not "end a period" or otherwise notify us to initiate a payment. Any assessments made by the Canada Revenue Agency are your responsibility. Any pay run processed manually or before PaymentEvolution e-Pay was activated will not be included in a remittance amount and is the responsibility of the account holder.

Cancellation:

This authority is to remain in effect until PaymentEvolution Corporation has received written notification from me/us of its change or termination. This notification must be received at least ten (10) business days before the next debit is scheduled at the address provided below. I/We may obtain a sample cancellation form, or more information on my/our right to cancel a PAD Agreement at my/our financial institution or by visiting www.cdnipay.ca.

I understand that cancellation of this authority may leave my Paymentevoluton.com payroll process/service without a payments solution to pay my/our employees electronically but still leaving me/us with the ability to manually write cheques in the interim of setting up an alternative payroll payment method



PAYMENTEVOLUTION

Contract for Goods or Services:

Revocation of this Authorization does not terminate any contract for goods or services that exists between the Payee and us. Our Authorization applies only to the method of payment and does not otherwise have any bearing on the contract for goods or services exchanged.

Recourse/Reimbursement:

We have certain recourse rights if any debit does not comply with this agreement. For example, we 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 our recourse rights, we may contact our Financial Institution or visit www.cdnpay.ca

We may dispute a Pre-Authorized Debit in accordance with CPA Rules under the following conditions:

1. The PAD was not drawn in accordance with our Authorization; or
2. This Authorization was revoked.

In order to be reimbursed, we acknowledge that a declaration to the effect that either (1) or (2) took place, must be completed and presented to our branch of our Financial Institution up to and including 10 calendar days after the date on which the disputed PAD was posted to our account. We acknowledge that any claim made after 10 business days or for any reason other than the above, is a matter to be resolved solely between the Payee and ourselves.

Validation by Processing Financial Institution:

We acknowledge our Financial Institution is not required to verify that any purpose of payment for which a PAD was issued has been fulfilled by the Payee or that a PAD has been issued in accordance the particulars of our Authorization including, but not limited to, the amount, as a condition to honouring a PAD issued by the Payee on our account.

Pre-Notification Waiver:

We agree with the Payee to waive the requirement under the CPA Rules to receive a written pre-notification prior to each PAD as set out in the Rules

Written Confirmation of Electronic PAD Agreement:

Payor and Payee mutually agree, the 15-day period for advance delivery of the written confirmation is reduced to 3 days

Confidentiality

We understand and agree to this PAD arrangement and to the disclosure of any confidential information to any third parties as may be required to process the PAD in accordance with the CPA Rules. Other disclosure of this information is not permitted.

Applicable in the Province of Québec

It is the express wish of the parties that this Agreement and any related documents be drawn up and executed in English. Les parties conviennent que la présente convention et tous les documents s'y rattachant soient rédigés et signés en anglais.

Fees

All fees associated with this service are available and posted on PaymentEvolution.com. For your convenience, they are listed here (subject to change with the latest fee schedule posted on PaymentEvolution.com)

Payment dates and cutoff times

Processing time is 4 business days. Cutoff for payroll finalization is Noon ET. For example, if you want to make Friday payments, you should finalize your payroll by Noon ET the previous Monday. All standard working days excluding bank holidays are available as payment dates.

e-Pay Fee Schedule	
Account setup	\$55 per bank account
e-Pay transaction (payroll)	\$0.50 per transaction
e-Pay B2B transaction	\$0.85 per payment
e-Pay remittance	\$2.50 per run
Insufficient funds / rejections	\$50 per occurrence
Trace, custom reports	\$79 / hr