



ELM Technologies Ltd
11- 4141 Sladeview Cres,
Mississauga, ON L5L 5T1
Tel. 905.826-1545 / 1.866.356.3684
Fax. 905.821.8271 / 1.866.848.9248
www.elmtechnologies.com

ELM Technologies Ltd. is please to offer a Pre-Authorized Payment service.



Working together to save TIME & MONEY

No more cheques to print out, envelopes to stuff, seal or stamp

Invoices will continue to be mailed to you on a monthly basis marked PAP for your records.

If you have any questions or concerns, please contact Shari Stolpmann, VP Finance, at ext. 223.

Please read the following information and complete the Authorization Form attached.

Here's how Pre-Authorized Payments work.

It's a modern, easy method to make those recurring payments without the inconvenience of cheque writing and postage.

It's convenient

It's economical

It's secure

It's assured

With your permission, your payments can be made automatically through your bank or financial institution account.

Moving your account

If you move your account to another branch or to another bank, you **MUST** advise ELM Technologies Ltd. so your payments can continue uninterrupted.

Your Rights & Responsibilities

Notification

ELM Technologies Ltd. is required to provide you with written notice of the date and amount to be debited to your bank account at least ten (10) calendar days before the first payment and every time there is a change in your payment amount or date.

- **Fixed amounts:** You will receive an initial letter from ELM Technologies Ltd after your authorization form has been received, confirming the amount and dates.

Incorrect amounts processed against your account.

You must notify ELM Technologies Ltd. within ninety (90) days and it will be corrected.

Send completed form to:

**ELM Technologies Ltd.
11-4141 Sladeview Cr.
Mississauga, ON
L5L 5T1
Fax: 905.821.8271**

Pre-authorized Payments cancelled

If a payment processed against your bank account is not in accordance with your authorization, because you cancelled it (in writing) or you were not notified, you can ask your bank to return the payment to you. This must be done at the branch where your account is, in writing on a "Declaration Form" provided by the bank, any time up to **ninety (90)** calendar days after your account is debited. After the ninety-day period, you must deal directly with the ELM Technologies Ltd. if you have any problems.

Control

You continue to have control just as with cheques you have written. You can instruct your bank to stop a payment before it goes through and you can discontinue payments altogether. In either case, you must notify ELM Technologies Ltd. **IN WRITING.**

Thank you for being our Partner in Business.

Pre-Authorized Payment Services

Company Name		Date
Address		
Address		
City	Province	Postal Code

I/We, the undersigned, authorize you to change immediately my/our existing payment arrangement described below to the undersigned bank account. This arrangement is to continue until you receive written notice from me/us to stop the direct payment and to cancel this authorization.

PLEASE ATTACH A VOID CHEQUE

Amount	\$
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Payment Particulars (Monthly SAP, Service billings, Equipment, Hardware, etc.)
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BANKING INFORMATION (FOR PRE-AUTHORIZED BANK WITHDRAWL)

(To be completed by the Financial Institution)

Branch Address (use branch stamp)	Institution Number:	Branch Number:
	Account Number:	
	Account Holder's Name	
Signature		Date

CREDIT CARD INFORMATION

Please circle credit card type:	VISA	MASTERCARD	AMERICAN EXPRESS
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Credit Card Number	
Expiry Date	Verification Code: (3-digit code on reverse of card)
Name on Card:	

1-Signature of Signing Officer

2-Signature of Signing Officer

Please Print Name

Please Print Name

This authorization must be signed in accordance with the signing authority required to operate the bank account.

BENEFICIARY

Company Name and Address	ELM TECHNOlogies Ltd. 4141 Sladeview Crescent, Unit #11 Mississauga, ON L5L 5T1 Tel (905) 826-1545 x 223 Fax (905) 821-8271
Bank Name and Address	The Bank of Nova Scotia 3295 Derry Road West Mississauga, ON L5N 7L7
Account Number	30056-002--01376-18