



# **Rugby Canada Foundation**

## **Authorization & Agreement**

### **Pre-Authorized Debit**

#### **~Tip Sheet~**

1. Please fill out the top section with all of your current contact information.
  
2. Please fill out all banking information and include a void cheque stapled to the top corner of your forms.
  - a. Your “Bank Account Number” is the last 7 digits on the bottom row of numbers on your cheque.
  - b. Your “Branch Number” is the second set of digits on the bottom row of numbers on your cheque.
  - c. Your “Institution Number” is the third set of numbers on the bottom row of numbers on your cheque.

\*Please note: attaching a void cheque will allow us to verify that the numbers you have submitted are correct. Leaving the bank portion of the forms blank is okay as we can submit the numbers for you if you have included a void cheque.
  
3. In section 1, please check whether it is a personal account or business account that you will be donating from.
  
4. In section 2, please sign on the first line if the donations, as specified in section 1, are coming from a personal account. If they are coming from a business account, please sign on the second line.

5. In section 4, please fill in section “a” and insert a dollar value that you would like debited from your account on a monthly basis. Also, under portion “i” please insert a month in which you would like these transactions to begin. Please keep in mind that we only have one debit day each month and that is on the 16<sup>th</sup> of the month. If the 16<sup>th</sup> falls on a holiday or weekend, the transaction will occur on the next available banking day. This is the only time the Rugby Canada Foundation will not complete the transaction on the noted day [which is what section “4 a) ii)” speaks to].

6. Once section “4. a)” has been completed, please sign on the last page. If the account being used requires two signatures, please ensure two signatures are submitted on the forms (many business accounts require two signing authorities).

Please contact Aaron Abrams at the Rugby Canada Foundation with any further questions. Aaron can be reached at (250) 386-5350.

\*Pre-authorized debits will continue until you contact the Rugby Canada Foundation and ask them to stop. Please allow two weeks for this take place.