

# Business Pre-authorized Debit Authorization

Making it easier to pay your premiums

**WCB-Alberta Account #:** \_\_\_\_\_

\_\_\_\_\_ authorizes WCB-Alberta to debit my (our) bank account for payments

Employer Name

due on WCB's invoices. Please provide the following information and complete all sections:

Bank/Financial Institution Name

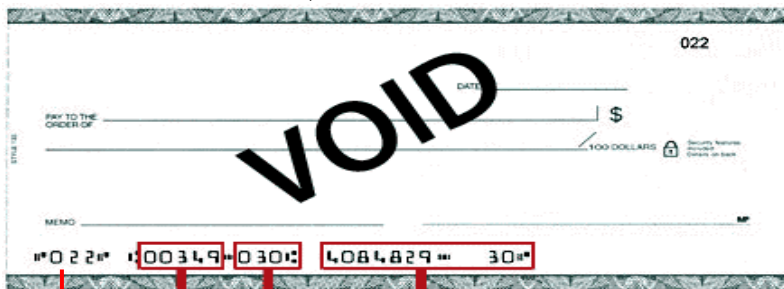
Street Address

City

Province

Postal Code

Please attach a VOID CHEQUE OR COMPLETE Branch, Bank ID and Bank Account sections below.



Cheque # (not required) ←

**Branch    Bank ID    Bank Account**

**Bank/Financial Institution Information**


(please note: not all boxes may be needed)

The payment debited will vary according to the balance owing on your last invoice. WCB - Alberta will forward an invoice with the amount due at least 10 days in advance of the payment date. The invoice balance is withdrawn on the due date or next business day. Automatic withdrawal becomes effective starting with the next invoice produced. It is your responsibility to pay any outstanding invoices dated prior to this application. Please allow at least 4 days to process your application.

I (we), as authorized representative(s) of this WCB account, have read and understand all the provisions contained in the terms and conditions below, which form part of this authorization. I (we) have retained a copy. I (we) are responsible to manually pay any invoice amount owing, prior to WCB receiving this authorization.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employer Address

\_\_\_\_\_  
Telephone:

If your premium size qualifies, would you prefer monthly installments?  Yes  No

Monthly installments can stay in effect as long as you are on pre-authorized debit and your premium size qualifies (annual premium minimum \$1,200.00).

\* For any payment adjustments – arrangements must be made 5 business days prior to the invoice due date.

If you have questions, please call your nearest WCB office:

**Edmonton**  
Phone: 780-498-3999  
Fax: 780-498-7999

**Calgary**  
Phone: 403-517-6000  
Fax: 403-517-6201

**Toll-Free**  
In Alberta 1-866-922-9221  
Outside Alberta 1-800-661-9608

Or mail to: PO Box 2415  
Edmonton AB T5J 2S5



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## Terms and Conditions - Business Pre-authorized Debit

I (we) acknowledge that this Authorization is provided for the use of WCB – Alberta and their financial institution and is provided in consideration of my (our) financial institution agreeing to process debits against my (our) account in accordance with the Rules of the Canadian Payments Association.

I (we) warrant that all persons whose signatures are required to sign on this account have signed this Agreement.

The debit amount will vary according to the transactions processed during the billing period. WCB – Alberta will forward an invoice outlining any amount due at least 10 days in advance of the payment date as pre-notification. When a debit exists on my (our) WCB account, the amount will be withdrawn on the invoice due date or the following business day. Pre-authorized debit will begin on my (our) next invoice issued when WCB receives this application, at least 5 business days prior to the invoice due date.

I (we) will provide the WCB-Alberta written notice of changes in the account information or the termination of this authorization prior to the next debit date. Termination of this agreement is permitted at any time, upon notification of WCB - Alberta. Further information on my (our) right to cancel a PAD agreement can be obtained from the Canadian Payments Association at [www.cdnpay.ca](http://www.cdnpay.ca). (Allow five days for the processing of a termination or change request.)

Termination of pre-authorized payment does not terminate our obligations under the Workers' Compensation Act. I (we) acknowledge that by providing this authorization to the WCB-Alberta, I (we) are also providing authorization to our financial institution.

I (we) acknowledge our financial institution is not required to verify that payment(s) are withdrawn in accordance with this authorization including, but not limited to, the amount.

I (we) acknowledge that my (our) financial institution is not responsible for verifying whether conditions of purchase have been met before processing the pre-authorized debit.

Pre-authorized debits may be disputed under the following conditions:

- (a) the debit was not withdrawn in accordance with the authorization,
- (b) the authorization was revoked, or
- (c) pre-notification was not received.

I (we) acknowledge that a declaration to the effect that either (a), (b) or (c) took place must be completed and presented to the account branch of my (our) financial institution within 10 days of the date on which the pre-authorized debit in dispute was posted to my (our) account.

Any pre-authorized debit disputed after 10 business days is a matter to be resolved solely between me (us) and WCB – Alberta.

I (we) have certain recourse rights if any debit does not comply with this agreement. For example, I (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 my (our) recourse rights, I (we) may contact my (our) financial institution or visit [www.cdnpay.ca](http://www.cdnpay.ca)

