

- 1 Legal Aid Account Number** – the account number provided on your statement.
- 2 Your full name**
- 3 Payment Amount** – This outlines the monthly payment amount you can afford.
- 4 Frequency** – This outlines how often the payment will be withdrawn.
- 5 Start Month** – the first month you would like your payments to start.
- 6 Start Date** – the date of the payment withdrawal each month.
- 7 Date of Agreement & Signature**
- 8 Recourse Statement & Cancellation Details** – So the payor knows how to cancel the agreement and their rights to stop the agreement.

Client Payment Dept.
 600 Revillon Bldg., 10320 – 102 Ave
 Edmonton, Alberta T5J 4A1
 Phone: 1.866.845.3425 Fax: 1.866.382.7253
 E-mail: CASTIntake@legalaid.ab.ca Web: www.legalaid.ab.ca

YOU MUST SUBMIT EITHER A VOID CHEQUE OR DIRECT DEPOSIT FORM FROM YOUR FINANCIAL INSTITUTION WITH THIS AGREEMENT.

Personal Information:

1 _____ **2** _____
 Legal Aid Account Number Full Name

Payment Details:

3 _____ **4** Monthly **5** _____ **6** _____
 Payment Amount Frequency Start Month Start Date: Select the 1st, 5th, 15th, 20th, 25th, or 30th day of the month

I authorize Legal Aid Alberta to debit my account as outlined in the payment details of this agreement.

I am aware that I may revoke my authorization at any time, subject to providing notice of 30 days.

_____ **7** _____
 Date Signature 2nd Signature (if joint account)

You have certain recourse rights if any debit does not comply with this agreement. For example, you 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 your recourse rights, contact your financial institution or visit www.cdnpay.ca

8 Please note that this banking information may be used to administer any refunds, or other payments, due to you from The Legal Aid Society of Alberta. If you are providing banking information for payments to be made to you from The Legal Aid Society of Alberta, do not complete the payment details section.

Please return the completed form and either a void cheque/direct deposit form from your financial institution by mail, fax or email.