



## **Appendix A**

### **myLTSA Business Pre-Authorized Debit (PAD) Agreement**

#### **1. Authority To Debit Account**

The Customer authorizes the LTSA and the designated Financial Institution entered on the myLTSA website by the Customer to begin deductions of regular recurring Automatic payments, one-time Manual payments or both from the Customer's designated bank account at the Financial Institution for credit to the Customer's myLTSA Deposit Account. The regular payments will occur at set intervals triggered as specified in Section 5 and be for variable amounts.

The Customer has specified on the myLTSA website whether the PADs will be Automatic, Manual or both; and may amend this Agreement by modifying payment parameters, changing Financial Administrators, or changing the Financial Institution on the myLTSA website. To make payments by PADs, an account with a Canadian Financial Institution is required.

#### **2. Pre-Notification Waiver**

**The Customer waives the requirement under the CPA Rules to receive a written pre-notification of a regular recurring PAD from the Customer's bank account prior to each PAD.**

#### **3. Valid Signing Authority**

The Customer warrants and guarantees that all persons who have electronically approved this Agreement have signing authority for the Customer's bank account at its Financial Institution and for the Deposit Account. On the myLTSA website, a "Financial Administrator" is each person specified by the Customer as having such signing authority. The Customer also specifies on the myLTSA website whether this Agreement has to be approved by single or multiple Financial Administrators.

#### **4. Acceptance and Effective Date**

The Customer accepts this Agreement by checking the Pre-Authorized Debit Agreement acceptance box on either the Automatic Funds Transfer Review and Approve, or Manual Funds Transfer Review and Approve screen on the myLTSA website. The date the Financial Administrator(s) accepts the terms and conditions of this Agreement shall be the effective date which will be displayed once the acceptance box is checked. The provision and delivery of this Agreement to the LTSA constitutes delivery by the Customer to its Financial Institution.

#### **5. Frequency and Amount Of Debits**

##### Automatic Transactions

The Automatic PADs for the Automatic Funds Transfer will be processed after the end of each business day when the Transfer Trigger Threshold is reached. The Transfer Trigger. The Financial Administrator(s) assigns, edits, and updates the ranges and limits for PAD payment parameters on the myLTSA website which parameters create the Automatic Funds Transfer.

“Automatic Funds Transfer” means the calculated payment amount that occurs as a result of applying the parameter rules defined below. This amount will be the lesser of: the calculated difference between the specified Maximum Transfer Balance and the balance in the Deposit Account at the end of the business day; or the Maximum Transfer Amount.

PAD payment parameters that can be modified on the myLTSA website are:

**Transfer Trigger Threshold**

When the balance in the Deposit Account drops below the Transfer Trigger Threshold parameter, the LTSA will automatically draw the Automatic Funds Transfer from the Customer’s bank account.

**Maximum Transfer Amount**

The Maximum Transfer Amount means the maximum amount of money that may be transferred in any single PAD as defined by the Customer.

**Maximum Transfer Balance**

The Maximum Transfer Balance means the maximum amount of money the Financial Administrator(s) wants to have in the Deposit Account as defined by the Customer.

Manual Transactions

The Financial Administrator(s) authorizes the one-time amount of money to be debited. This authorized amount will be processed after the end of the business day as specified by the Financial Administrator(s).

**6. Recourse/Reimbursement**

The Customer has certain recourse rights if any debit does not comply with this Agreement. For example, the Customer has the right to receive reimbursement for any debit that is not authorized or is not consistent with this Agreement. To obtain more information on recourse rights, the Customer should contact its Financial Institution or visit [www.cdnpay.ca](http://www.cdnpay.ca)

**7. Cancellation of Arrangement**

This Agreement may be cancelled at any time by the Customer subject to providing notice of 30 days, the cancellation will be effective the next business day. The Customer may obtain a sample cancellation form, or further information on their right to cancel a PAD Agreement, at their financial institution or by visiting [www.cdnpay.ca](http://www.cdnpay.ca).

Cancellation of the PAD can be done through the myLTSA website or by contacting LTSA customer service at the telephone number or address set out below.

By Phone:

Greater Vancouver area: 604-630-9630.

Elsewhere in BC, Canada and the US: 1-877-577-LTSA (5872)

Corporate Offices: Suite 200 - 1321 Blanshard Street  
Victoria, British Columbia  
Canada V8W 9J3

**8. Interpretation**

Terms used or defined in the Customer Agreement to which this appendix is appended will be given the same meaning in this appendix as in the Customer Agreement, except that in this appendix, “Agreement” means the Business Pre-Authorized Debit (PAD) Agreement established by this appendix.