



## Get Started on your Pre-Authorized Payment agreement 2025

Pre-authorized debits (PADs) are a convenient way to pay bills and make other payments automatically. Pre-authorized payment forms are commonly used to authorize a company or individual to automatically withdraw funds from your account on a regular basis, such as for subscriptions or bills. It is an easy, secure and efficient way of paying.

### Signing up to pay your RA fees by Pre-Authorized payments

To get started, please complete and submit the attached Pre-authorized payment agreement with the Orchards Residents Association (ORA). Forms can be dropped off in person or emailed to [accounts@orchardsra.ca](mailto:accounts@orchardsra.ca)

### Orchards RA fee Payment information:

- Total RA Fees 2025 - \$428.57 + 21.43(GST) = \$450.00
- A Service fee of \$25.00 will be charged on the total RA fee.
- Frequency of payment: Monthly
- Maximum number of payments: 12
- First Withdrawal Date : January 15<sup>th</sup>, 2025
- Form submission deadline June 12th at noon
- Last withdrawal Date : Dec 15<sup>th</sup>, 2025
- Monthly Payment amount : \$39.58
- 2 payments of \$39.58 - \$79.16 must be made prior to March 12<sup>th</sup>, 2025

### Cancellation or update of Pre-Authorization Agreement:

Any cancellations or updates to your banking information must be submitted in writing to [accounts@orchardsra.ca](mailto:accounts@orchardsra.ca) within 15 days from the scheduled next payment. Cancelling your Pre-Authorized agreement doesn't cancel paying the remaining RA Fees. The cancellation applies to the payment method. You'll need to make arrangements with Orchards Residents Association to pay any amounts owing. Orchards RA reserves the right to send properties to collections in case of non-payments of RA fees.

### Reselling your property?

Please email [accounts@orchardsra.ca](mailto:accounts@orchardsra.ca) for further details. It is the homeowner's responsibility to notify the ORA.

**Insufficient Funds: If a payment is returned due to insufficient funds there will be a \$25 charge**