



## Lions Clubs International

### Canada Pre-Authorize Debit FAQ's

#### Frequently Asked Questions:

**Q: Should I expect to submit the Pre-Authorized Debit Agreement form more than once?**

**A: No, you only need to submit the form once, unless your banking information has changed, or your club no longer wishes to approve electronic payments.**

**Q: Who can process the pre-authorized debit?**

**A: The pre-authorized debit is processed at the LCI Office in Oak Brook after club approval is received.**

**Q: Must I call every time I want the ACH debit to be processed?**

**A: Yes, you must notify us each time you would like the debit to be processed. You may contact Accounts Receivable at [accountsreceivable@lionsclubs.org](mailto:accountsreceivable@lionsclubs.org), or by fax 630-571-1683.**

**Q: Who determines the amount to be processed?**

**A: The Club Officers determine the amount and date to be processed, the approval must be received in writing.**

**Q: Will the electronic payment be issued in CAD?**

**A: Yes, the electronic payment will be issued in Canadian Dollars.**

**Q: What rate will be used for the payment?**

**A: The rate will be reflected on your club statement.**

**Q: Can clubs initiate the ACH on the Lions Website?**

**A: No, the approved ACH process allows us to debit the club bank accounts. The Accounts Receivable Department must initiate the payment.**

**Q: Can ACH payments be processed for Multiple District and District Accounts too?**

**A: Yes, ACH payments can be processed for club, district, and multiple district accounts.**

**Q: How do I get started?**

**A: Send the Canadian Pre-Authorized Debit Agreement form via email or fax and contact us with your approval at [accountsreceivable@lionsclubs.org](mailto:accountsreceivable@lionsclubs.org) or 630-571-1683. See form attached.**



Lions Clubs International  
Canadian Pre-Authorized Debit Agreement Form

1. Club Information

LCI Club Account Number: \_\_\_\_\_

Club Name: \_\_\_\_\_

Street address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

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

2. Bank Account Information

Bank Account number: \_\_\_\_\_

Branch Transit Number: \_\_\_\_\_

Financial Institution Number: \_\_\_\_\_

Chequing Account  Savings Account

Business  Personal

Financial Institution Name: \_\_\_\_\_

Branch Address: \_\_\_\_\_

3. Pre-Authorized Debit Details

You, the Payor, authorize Lions Clubs International to debit the bank account identified above upon written notification from a club officer. Please note: The debit will be immediately processed upon receipt of written request.

**\*\*By signing this form, the payor agrees to waive the standard 10 day debit pre-notification.\*\***

You, the Payor, may revoke your authorization at any time in writing, subject to written 30 day notice. To obtain a sample cancellation form, or for more information on your right to cancel a PAD agreement, contact your financial institution or visit [www.cdnpay.ca](http://www.cdnpay.ca).

Signature of Account Holder: \_\_\_\_\_

Signature of Joint Account Holder (if applicable) \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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](http://www.cdnpay.ca).

Please send the completed signed form to:

[AccountsReceivable@lionsclubs.org](mailto:AccountsReceivable@lionsclubs.org)

or Fax: (630) 571-1683

\*\*The Transit number is a 5 digit number and the Financial Institution number is the 3 digit number as shown below:

