



July 9, 2006

Dear Friend of Maryvale Academy,

On behalf of Maryvale Academy, I would like to extend my sincere thanks and appreciation for your continual prayers and financial support. Only through your generosity has Maryvale been able to succeed in providing a first-rate Catholic education to its students. The quality of our academic education and spiritual formation is becoming well known as more and more Catholic parents choose Maryvale for their children. We therefore are anticipating strong, steady growth for Maryvale Academy in the ensuing years.

In order to help meet the financial needs of our school, we have undertaken to provide our benefactors and supporters with a more efficient and effortless way of contributing to our success. Through our recently initiated "pre-authorized payments" option, there is no longer any need to write monthly post-dated cheques. Simply fill out the enclosed "pre-authorized payment authorization" form with your desired monthly donation, and include a voided cheque from your bank account. The indicated amount will be automatically withdrawn from your account on the 15<sup>th</sup> of each month. (If for any reason, you wish to cease contributing, simply contact us at the school to stop payment.)

Monthly donations are very important to Maryvale as they help fulfill our basic monthly cash flow needs. They also provide much needed security from one-time donations which may fluctuate from year-to-year, although, of course, any donation is always appreciated.

If you currently have given us cheques post-dated for August 1 and beyond, and you wish to participate in this program, rest assured that all such post-dated cheques would be returned to you so that there is no double contribution.

Charitable tax receipts will be issued early in the new year for all amounts contributed in the previous calendar year.

Thank you in advance for your support and prayers. Together, we can rebuild our country and foster a truly Catholic culture.

Regards in the Lord,

John Pacheco, C.A.  
Director of Finance

p.s. Please find enclosed our most recent newsletter for your reading pleasure.



Pre-Authorized Payment Authorization

Personal / Household PAD \_\_\_\_\_ OR Business PAD \_\_\_\_\_

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Payor Name(s) \_\_\_\_\_

Address \_\_\_\_\_

City & Province \_\_\_\_\_

I (We) authorize Maryvale Academy of Ottawa to process a debit, in paper, or electronic or other form in the amount of:

\$ \_\_\_\_\_

on my (our) account of the 15<sup>th</sup> day of each month beginning on the following month \_\_\_\_\_, 2006.

I (we) acknowledge that I (we) have read, understood, and accepted all the provisions contained in the Terms and Conditions of the Pre-Authorized Payment Authorization and that I (we) have received a copy.

**Personal / Household PAD only:**

Signature of Payor(s): \_\_\_\_\_

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

**Business PAD only:**

Name(s) of Signing Office (s): \_\_\_\_\_

Signature of Signing Officer(s): \_\_\_\_\_

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

# PRE-AUTHORIZED PAYMENT AUTHORIZATION - TERMS AND CONDITIONS

I(We) acknowledge that this Authorization is provided for the benefit of the Payee and (Processing Institution) and is provided in consideration of (Processing Institution) agreeing to process debits against my account in accordance with the Rules of the Canadian Payments Association.

I(We) warrant and guarantee that all persons whose signatures are required to sign on this account have signed this agreement below.

I(We) hereby authorize (Name of Payee) to draw on (Name of Payor) account number \_\_\_\_\_ with (Processing Institution), for the following purpose \_\_\_\_\_.

This authorization may be cancelled at any time upon notice by (Name of Payor). I(We) acknowledge that, in order to revoke this authorization, I(We) must provide notice of revocation to (Name of Payee).

I(We) acknowledge that provision and delivery of this authorization to (Name of Payee) constitutes delivery by (Name of Payor) to (Processing Institution). Any delivery of this authorization to you constitutes delivery by (Name of Payor).

The Payor and Payee agree to waive the pre-notification requirement set out in Section 11 of Appendix II of rule H1 of the Canadian Payments Association.

I(We) undertake to inform (Name of Payee), in writing, of any change in the account information provided in this authorization prior to the next due date of the PAD.

The account that (Name of Payee) is authorized to draw upon is indicated in the accompanying authorization. A specimen cheque for this account has been marked "VOID" and attached hereto.

I(We) acknowledge that (Processing Institution) is not required to verify that a PAD has been issued in accordance with the particulars of the Payor's Authorization including, but not limited to, the amount.

I(We) acknowledge that (Processing Institution) is not required to verify that any purpose of payment for which the PAD was issued has been fulfilled by (Name of Payee) as a condition to honouring a PAD issued or caused to be issued by (Name of Payee) on (Name of Payor) account.

Revocation of this authorization does not terminate any contract for goods or services that exists between (Name of Payor) and (Name of Payee). The Payor's Authorization applies only to the method of payment and does not otherwise have any bearing on the contract for goods or services exchanged.

A PAD may be disputed by a Payor under the following conditions:

- (1) the PAD was not drawn in accordance with the Payor's Authorization; or
- (2) the authorization was revoked; or
- (3) pre-notification was not received.

The Payor, in order to be reimbursed, acknowledges that a declaration to the effect that either (1), (2) or (3) took place, must be completed and presented to the branch of the Processing Institution holding the Payor's account up to and including 90 calendar days in the case of a personal/household PAD (or up to and including 10 business days in the case of a business PAD), after the date on which the PAD in dispute was posted to the Payor's account.

The Payor acknowledges that a claim on the basis that the Payor's Authorization was revoked, or any other reason, is a matter to be resolved solely between the Payee and the Payor when disputing any PAD after (90 calendar days in the case of a personal/household PAD or 10 business days in the case of a business PAD).

## DEFINITIONS

**Business PAD:** Means a PAD (Pre-Authorized debit in paper, electronic or other form) drawn on the account of a Payor such as, but not limited to, a corporation, an organization, a trade, an association, a government entity, a profession, a venture or an enterprise, for the payment of goods and services related to commercial activities of the Payor.

**Personal / Household PAD:** Means a PAD drawn on the account of a Payor for payments such as, but not limited to, charitable donations, RESP and Spousal RRSP contributions, mortgage installments, utility bills, insurance premiums, membership fees, property taxes, credit card billings and payment for other consumer goods and services.