



Pre-Authorized Debits from your Bank Account (PAD)

Banks: All banks and most financial institutions.

Regular Processing Date: Last week of each month.

Advantages: Automatically withdrawn from your Bank Account each month. Avoid late fees and service interruptions due to missed payments.

How: A "Payor's Authorization" form must have all relevant fields **checked, completed, signed and returned to our office** prior to the 20th of the month that a payment is to be processed. Submissions received after the 20th cannot be processed until the following month.

Where to get forms: You can download our "Payor's Authorization" form posted on our website or call 519-594-0946 ext 3 to have a representative mail or email the form to you. For new installations, a "Payor's Authorization" form will be included in your Welcome package.

Return Completed Forms: Email a clear scanned copy of the **completed** "Payor's Authorization" form to billing@ehtel.ca, or by facsimile to 519-594-0142, or by mail to: Eh!Tel Networks Inc., 392058 Grey Road 109, Holstein, ON, N0G 2A0. Note: Eh!Tel technicians are authorized to collect the completed form to be returned to our office.

Payment Changes or Cancellations: Please note any changes in payment method and/or payment cancellations must be received by our accounting department no later than the 20th day of the month for which a pre-authorized payment is scheduled to be processed. Your account must be in good standing to effect the requested payment method changes. Acceptable notices are: email to billing@ehtel.ca with delivery confirmation, fax to 519-594-0142 (retain your delivery confirmation), registered mail to: Eh!Tel Networks Inc., 392058 Grey Road 109, Holstein, ON, N0G 2A0, or call 519-594-0946 ext 3. This does not constitute release of accountability, as per contract between you and Eh!Tel, any outstanding amount and/or arrears owed to Eh!Tel.

Assistance: Please call our office at 519-594-0946 ext 3 if you have further questions or require assistance completing the form