

**Self-Payment Electronic Funds Transfer (EFT)
Pre-Authorized Debit (PAD) Agreement**

**BRICKLAYERS & ALLIED CRAFTWORKERS INSURANCE BENEFIT TRUST FUND OF ALBERTA AND
SASKATCHEWAN
c/o Funds Administrative Service Inc.**

Please complete the Pre-Authorized Debit (PAD) Plan agreement below.

I/we authorize Bricklayers & Allied Craftworkers Insurance Benefit Trust Fund of Alberta and Saskatchewan, and the financial institution designated (or any other financial institution I/We may authorize at any time) to begin deductions as per my/our instructions for a monthly Personal Pre-Authorized payments and/or one-time payments from time to time, for payment of all charges arising under my/our account with Bricklayers & Allied Craftworkers Insurance Benefit Trust Fund of Alberta and Saskatchewan. Regular monthly payments for the full amount of services delivered will be debited to my/our specified account on the 1st day of each month. The administrator for Bricklayers & Allied Craftworkers Insurance Benefit Trust Fund of Alberta and Saskatchewan will provide 15 days written notice of the amount of each regular debit. Bricklayers & Allied Craftworkers Insurance Benefit Trust Fund of Alberta and Saskatchewan will obtain my/our authorization for any other one-time or sporadic debits.

This authority is to remain in effect until Bricklayers & Allied Craftworkers Insurance Benefit Trust Fund of Alberta and Saskatchewan has received written notification from me/us of its change or termination. This notification must be received at least ten (10) business days before the next debit is scheduled at the address provided below.

Bricklayers & Allied Craftworkers Insurance Benefit Trust Fund of Alberta and Saskatchewan may not assign this authorization, whether directly or indirectly, by operation of law, change of control or otherwise, without provided at least 10 days prior written notice to me/us.

I/we have certain recourse rights if any debit does not comply with this agreement. For example, I/we have the right to receive reimbursement for any PAD that is not authorized or is not consistent with this PAD Agreement. To obtain a form for a Reimbursement Claim, or for more information on my/our recourse rights, I/we may contact my/our financial institution or visit www.cdnpay.ca

MEMBER INFORMATION

Employee Name: _____ Local: _____

Address: _____

City/Town: _____ Province: _____ Postal Code: _____ Email: _____

Telephone: _____ Cell Number: _____

BANK INFORMATION

Name of Bank: _____ Monthly Self Payment: \$ _____

Address: _____

City/Town: _____ Province: _____ Postal Code: _____

Telephone Number: _____

PLEASE ATTACH A VOID CHEQUE

Please check this box if there is no change in your banking information from your last EFT Self Payment

Authorized Signature(s): _____

Date: _____

Mail To: Finance Department
Funds Administrative Service Inc.
10154 – 108 Street, NW
Edmonton, AB T5J 1L3

HELPFUL HINTS WHEN MAKING SELF PAYMENTS

The following information will help you make your ClaimSecure (drug) card and Self-payment plan work together better.

- In order for you to be able to use your drug card without interruption, the Fund office must be in receipt of your self-payments or signed Pre-Authorized Debit (PAD) Agreement by the 15th day of the month before you require coverage.

Example: To have coverage start June 1, the Fund office must be in receipt of your self payment by May 15th.

- If you'd like to post-date your cheques, they must be dated for the 15th of the month before you require coverage.

If you wish to have your payments withdrawn directly from your account, please read the reverse side of this form for "Self-Payment Electronic Funds Transfer (EFT) Pre-Authorized Debit (PAD) Agreement."

Please fill out the required information, sign and attach a void cheque and mail to the Fund office.

*If you have made self payments by EFT in the past 2 years and there is no change in your banking information, you do not have to re-send a void cheque. Please ensure you check off the box indicating there is no change in banking information.

If you meet the above deadlines, your drug card will remain active for use without interruption.

Should you choose to use the grace period as provided by your plan, there may be a break of up to two weeks where your drug card will not be active. When using the grace period, the following will occur:

- Your drug card will **not** be active for any use at any pharmacy and you will have **to pay out-of-pocket** for your prescriptions;
- You will then have to submit your receipts with a claim form to the Fund office. It normally takes 3 to 6 weeks for a reimbursement cheque to be mailed

***Change effective December 1, 2009**