

Group Benefits - AdminAdvantage Premium Pre-Authorized Debit Agreement

Please print clearly and complete all pages of form. If required, retain a photocopy for your files.

1. Plan member information (the Payor)

Plan contract number: 87936	Plan division number:	Plan member certificate number:
First name:	Middle initial:	Last name:
Date of birth (dd/mmm/yyyy):		
Address (number, street, apt.):		
City:		Province: Postal code:
Personal email address:		

2. Payor's financial institution information

Personal PAD agreement

☐ New

☐ Change

☐ Terminate

1. Attach a blank personal cheque marked "Void" or validation from your financial institution confirming that they will accept electronic debits.
2. Complete the financial institution details below.

PAD is the mandatory payment method of the Group Contract. Termination of PAD may result in reduction or termination of the Payor's group benefits.

Home Depot benefits premiums are due and will be withdrawn biweekly as per the payroll schedule once this completed form has been processed.

For more information, contact the Customer Service Centre at 1-866-212-4321.

Financial institution name:

Transit number:	Institution number:	Account number:



500 King St. North
Waterloo, Ontario

Memo _____

The illustration shows the MICR encoding used on standard cheques. The labels help you identify the codes to enter.



Transit number

Institution number

Account number

3. Automatic premium withdrawal authorization (Pre-authorized Debit-PAD)

I authorize Manulife to withdraw, until further written notice from me or my duly authorized representative, all premium payments ("Payments") due in relation to the Coverage, from the bank account identified on the attached void cheque (referred to herein as the "Account"), on a monthly basis on the day(s) of each month in which Coverage premiums are due once this completed form has been processed. I also understand and agree that either Manulife or I may, at any time upon 15 days written notice, counted from the date the notice is mailed, discontinue the direct withdrawal of Payment(s), from my Account, in which case Manulife shall be entitled to require another method of payment, acceptable to Manulife, or reduce or terminate my benefits. The terms and conditions of this pre-authorized collection authorization shall apply to the Accounts herein named by me and any other Accounts I choose to name in the future, and shall remain valid for the duration of my Coverage or until revoked by me in writing. I agree that if I have asked Manulife to debit my bank account for a Pre-authorized Debit (PAD) plan (Personal PAD), I authorize the bank or other financial institution I have named to honour my instructions. All one-time or automatic withdrawals from my/our bank account will be treated as personal withdrawals as defined by the Canadian Payments Association in Rule H-1. I understand and agree that I have waived my right to receive pre-notification of the amount of the PAD and agree that I do not require advance notice of the amount of the PAD before the debit is processed. I understand that I have certain recourse rights if any debit does not comply with this agreement. For example, I have the right to receive reimbursement for any debit that is not authorized or is not consistent with this PAD Agreement. I understand and agree that in the event that a PAD withdrawal is not honoured because there were non-sufficient funds ("NSF") in my account, I authorize Manulife to make a second attempt to withdraw the original PAD amount within 30 days. If the second attempt is also returned for NSF, I authorize Manulife to make a third attempt to withdraw that original PAD amount again together with my next month's PAD amount. I understand that Manulife reserves the right to terminate the PAD Agreement immediately if a PAD withdrawal is not honoured. To obtain more information on my recourse rights or cancellation rights, or to obtain a sample cancellation form, I may contact Manulife, my financial institution or visit www.payments.ca for more information. I authorize the collection and use of my email for the purpose of Manulife sending general communications related to my group benefits. We will not request or send personal information through email. Due to the personal information contained on a completed PAD form, do not respond or submit completed form via email. I agree that should the email address identified on this form change that I am responsible for updating the email address maintained by Manulife. I agree that Manulife is not liable for damages which I may incur as a result of interception by a third party of an email transmission sent by Manulife or by me pursuant to this authorization.

I agree a photocopy or electronic version of this authorization is valid. I acknowledge that more specific details regarding how and why Manulife collects, uses, maintains, and discloses my personal information can be found in Manulife's Privacy Policy and Privacy Information Package, available at www.manulife.ca/planmember, or upon request.

The signature(s) placed on this agreement signifies that the Plan Member, the Payor(s), acknowledges that they have read, understood and agree to all the terms of this Personal Pre-Authorized debit agreement.

Signature of plan member: _____ Date signed (dd/mmm/yyyy): _____

Account holder name: _____

Signature of account holder (if different from plan member): _____ Date signed (dd/mmm/yyyy): _____

Joint account holder name: _____

Signature of joint account holder (if applicable)*: _____ Date signed (dd/mmm/yyyy): _____

*Joint account signature only required when both signatures are required for withdrawal.

Any Information provided to or collected by Manulife in accordance with this authorization, will be kept in a personal benefits file. Access to your Information will be limited to:

- Manulife employees, representatives, reinsurers, and service providers in the performance of their jobs;
- persons to whom you have granted access; and
- persons authorized by law.

You have the right to request access to the personal information in your file, and, where appropriate, to have any inaccurate information corrected.

4. Submission instructions

Send completed form and void cheque to Manulife.

Plan Member Site:	Mail:	Fax:
If you're unable to enter this information online, please complete the attached form and send it back to us digitally by navigating to the menu and selecting Information & Assistance > Forms > Send a Document.	AdminAdvantage Manulife	519-725-6549
	P.O. Box 1662	
	Waterloo Ontario N2J 5A4	

Completed PAD forms cannot be submitted via email.

For questions, or help with completing this form, please contact Manulife at 1-800-268-6195.