

## Instructions for completing the Pre-Authorized Payment (PAP) Form

### **PAYOR/PAYEE INFORMATION Section:**

Please complete the “Payor” section (first 3 lines).

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### **PAYMENT DETAILS Section:**

**Description of PAD:** *Leave blank*

**CPA Transaction Type Code:** *Leave blank*

**Payment Type:** *Leave blank*

**Payor Financial Institution Name and Address:** *Please complete with your Bank’s name and address.*

**Amount of Payment:** *Mark the “Fixed” box and indicate the total monthly donation amount (Canadian \$15.00 per scholarship)*

**Dates:** *Mark the “Monthly beginning” box and indicate the date of each month the donation amount will be made. For example, if you wish the monthly donation to be made on the 15<sup>th</sup> of each month, please fill in as “Monthly beginning 15<sup>th</sup>”.*

**Payor Account:** *Please complete with the details of your bank account. If you are not certain, leave this blank and our Treasurer can complete this part from the VOID check you send us, together with the PAP form.*

**Payee Account:** *Leave blank. Our Treasurer will complete this.*

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**AUTHORIZATION Section:** *Please sign and include the date. For joint accounts, both account holders must sign.*

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**WAIVER OF PRE-NOTIFICATION Section:** *Leave blank.*

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**CANCEL PAYMENT Section:** *Leave blank (as you can always request the Treasurer to cancel the pre-authorized payment at any time in the future)*

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**Please see next page for mailing address ...**

*Please don't forget to **attach** an unsigned **blank check** marked as **VOID** across the check to the PAP application.*

*Mail the completed PAP form **with a VOID check** to:*

Treasurer  
Sri Lanka – Canada Scholarship Foundation  
118 – 8655 King George Hwy  
Surrey, BC  
V3W 5C4