



## Memorandum

To: ALL MEMBERS

From: MANAGEMENT

As housing charges are coming due on Wednesday April 1<sup>st</sup>, 2020, Management is asking members to either drop off a cheque or sign up for EFT (Pre-Authorized Debit) as the office still remains closed to the members and public. The debit machine will be unavailable for use.

Please fill out the EFT authorization form attached to the memo and return it to the office no later than **Tuesday March 24<sup>th</sup>, 2020** in order for the office to register you in the system before April 1<sup>st</sup>, 2020.

If you are already registered for EFT or provide us with a cheque please disregard the above.

For those members who are employed but have been recently laid off and unable to afford the full housing charge payment please contact the office to discuss options by **Tuesday March 24<sup>th</sup>, 2020**.

Members who are receiving government supports such as OW, ODSP, CPP, OAS, etc. will not be affected and therefore should be able to pay the housing charges in full.

This is uncharted territory for all of us and we need to do our best to follow recommendations from public health authorities to practice social distancing and increased disinfecting.

Members can put all forms, letters or documents for the office in the mailbox slot on the office door and Staff will get back to you in a timely manner.

We appreciate your understanding. Any questions, please give us a call during business hours at 905-815-0222 or email us at [glenoakscoophomes@gmail.com](mailto:glenoakscoophomes@gmail.com)

# DIRECT DEBIT FORM

Customer Information - Please fill in clearly

Full Name (PAYOR): \_\_\_\_\_

Unit / Address: \_\_\_\_\_

Purpose (please circle)    Housing Charges    Arrears    Invoice    Misc.

Fix Amount of \$ \_\_\_\_\_ Monthly    Effective Date from; \_\_\_\_\_  
(on the first day of every month)

Note: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## BANK ACCOUNT INFORMATION

Bank Account Name: \_\_\_\_\_

Transit Number (5 digit #) \_\_\_\_\_

Institution Number (3 digit #) \_\_\_\_\_

Account Number # \_\_\_\_\_

(or ATTACH BLANK CHEQUE MARKED "VOID")

## AUTHORIZATION

I authorize **GLEN OAKS CO-OP HOMES** to debit my account with the aforementioned financial institution for the amount and frequency described above until written notice to the contrary is given.

\_\_\_\_\_  
PAYORS SIGNATURE

\_\_\_\_\_  
PAYORS SIGNATURE  
(2 SIGNATURES REQUIRED IF JOINT ACCOUNT)

\_\_\_\_\_  
DATE



**Glen Oaks Co-op**  
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