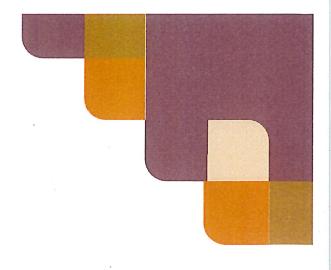


Memorandum

To: ALL MEMBERS

From: MANAGEMENT



As housing charges are coming due on Wednesday April 1st, 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 <u>Tuesday</u> <u>March 24th, 2020</u> in order for the office to register you in the system before April 1st, 2020.

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

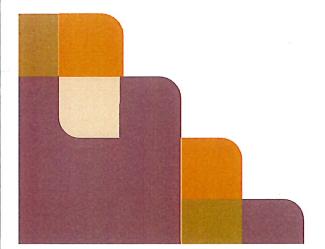
For those members who are employed but have been recently laid off and unable to afford the full housing charge payment please contact the office to discuss options by <u>Tuesday March 24th, 2020</u>.

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



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	f 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")					
AUTUODIZATION					
				entioned financial institution	
for the amount and frequ	ency described above u	ıntil written not	ice to the co	ntrary is given.	
DAVODS SIGNATIUS	DAVORS S	ICNIATURE		 DATE	
PAYORS SIGNATURE		IGNATURE	CCOUNT)	DATE	

