

Email Invoices

Account #/Client #: _____

Please email my invoices to: _____

Payment Information:

For your convenience CHATS has alternative ways for you to pay your CHATS Account. **Please select** from the following payment options and contact us if you have any questions.

☐ **Bill Payment through your Bank.**

You will have to set “CHATS” up as a payee with your bank, using your CHATS client number as the account number. **Account # can be found on the top right corner of your invoice.**

☐ **Cheque**

Please mail your cheque payments to 240 Edward Street, Suite 1, Aurora, Ontario L4G 3S9 along with the tear off portion of your invoice and your client number written in memo field of the cheque.

☐ **Direct Electronic Funds Transfer – (Pre-Authorized Debit Plan)**

You authorize both CHATS and your bank to withdraw payments for your bank account on the last business day of the following month. If you selected this “set it and forget it” option, please complete the following account information and sign.

Pre-Authorized Payment Plan- Account Information and Authorization

CHATS Client No: _____

I/We hereby authorize CHATS and the financial institution designated below to begin automatic withdrawals for payment of my/our CHATS account on the last business day of each month. This authorization may be cancelled at any time, allowing 15 days to terminate the plan.

Bank Name: _____ Branch Location: _____

Name on the Bank Account: _____

Bank Account # including bank and transit number: _____

IMPORTANT: PLEASE ENCLOSE A BLANK CHEQUE MARKED “VOID”

.....
Date

.....
Signature(s) (as you sign your cheques)