

SLGA – ebill Registration - Craft Producers

Name:
Job Title:
Email Address:
Phone Number:
Business Name
Business Address:
Internal Use Only
Customer Number:
Peoplesoft Number:
Common Entity Number:
Please email completed form to skprodreport@slga.gov.sk.ca

The email address will be the recipient of email notification of invoices issued on account.

When the customer pays by Pre-authorized debit (PAD) the primary email will also be the recipient of the email notification that payment has been taken from their bank account. Attached are the PAD and Credit Card Authorization form. Please complete the form for your preferred method of payment.

CREDIT CARD INFORMATION AND AUTHORIZATION FOR BUSINESS PURPOSES

Invoices from the Saskatchewan Liquor and Gaming Authority (SLGA) can be paid using a credit card.

Craft Producers who wish to use credit card to pay for invoices outstanding must supply credit card information and authorization to SLGA. Payment terms for invoices using a credit card are “due now”. This means your credit card will be charged the day after the invoice is created.

Craft Producers who wish to use credit card payments for invoices outstanding are required to fill in the following information and return it to SLGA:

Business Name

Name on Credit Card

Address

Telephone Number

	Card Number	Expiry Date	Security Code
____ Visa	_____	_____	_____
____ Mastercard	_____	_____	_____
____ American Express	_____	_____	_____

1. We hereby authorize the Payee to issue the pre-authorized payment (as defined in Rule H4 of the Rules of the Canadian Payments Association) from our credit card, for invoices outstanding.
2. We may cancel this pre-authorized payment at any time by giving SLGA 30 day prior written notice. SLGA may revoke credit card pre-authorized payments if the Craft Producers fails to arrange for sufficient funds on their credit card account.
3. We have certain recourse rights if any credit card pre-authorized payment does not comply with this agreement. For example, we have the right to receive reimbursement for any payment that is not authorized or is not consistent with this agreement.
4. We hereby authorize the Payee to charge the business, credit card pre-authorized payment to the stated credit card(s) above, for amounts outstanding from SLGA.

Signature

Date

Craft Producer Permit No.

PRE-AUTHORIZED DEBITS FOR BUSINESS PURPOSES

Invoices from the Saskatchewan Liquor and Gaming Authority (SLGA) can be paid using pre-authorized debit (PAD). This authorization must be completed and returned to SLGA Head Office at the time of the set up.

Payment terms for invoices using PAD are “due now”. This means there will be a pre-authorized debit to your account the day after the invoice is created. An email, containing the remittance advice, will be sent once the pre-authorized debit has been processed.

Please attach a VOID cheque to the completed form. Any further questions relating to PAD may be directed to the SLGA, Accounts Receivable Coordinator at (306) 787-9264.

1. Payor’s Name and address – please print
We warrant and represent that the following information is accurate.

<i>Name</i>		
<i>Street</i>		
<i>Town</i>	<i>Postal Code</i>	<i>Telephone number</i>

<i>Name of Payor’s Financial Institution (the “Processing Institution”)</i>		
<i>Street</i>		
<i>Town</i>	<i>Postal Code</i>	
<i>Institution Name</i>	<i>Transit Number</i>	<i>Account Number</i>

2. Payee’s Name and Address:
Saskatchewan Liquor and Gaming Authority
2500 Victoria Avenue, 10th Floor
REGINA SK S4P 3M3
3. We acknowledge that the Authorization is provided for the benefit of the Payee and the Processing Institution and is provided in consideration of the Processing Institution agreeing to process debits against our account, as listed above, (the “Account) in accordance with the Rules of the Canadian Payments Association.
4. We hereby authorize the Payee to issue PADs (as defined in Rule H4 of the Rules of the Canadian Payments Association) from our account with the aforementioned financial institution, for the payment of invoices.
5. We warrant and guarantee that all persons whose signatures are required to authorize withdrawals from the account have signed the Authorization and that all persons signing this Authorization are authorized signing officers and are empowered to enter into this agreement.

PRE-AUTHORIZED DEBITS FOR BUSINESS PURPOSES

6. We may cancel this PAD at any time by giving SLGA 30 day prior written notice. For more information on the payor's rights to cancel a PAD agreement or to obtain a sample cancellation form, please contact the payor's financial institution or visit www.cdnpay.ca.
7. We have certain recourse rights if any PAD does not comply with this PAD agreement. For example, we have the right to receive reimbursement for any PAD that is not authorized or is not consistent with this PAD agreement. To obtain more information on the payor's recourse rights, contact the payor's financial institution or visit www.cdnpay.ca.
8. We hereby authorize the Payee to issue the business PAD (as defined in Rule H1 of the Rules of the Canadian Payments Association) drawn on the account, for amounts outstanding from SLGA.

Payor / Valid Signing Authority Name

Payor / Valid Signing Authority Signature

Date

Please email completed form to skprodreport@slga.gov.sk.ca