



About the Preauthorized Payment Plan

The Preauthorized Payment Plan (PPP) is a prepayment option that authorizes the CLPNM to make 10 monthly withdrawals from your bank account each year and to allocate the funds toward your registration fees for the following year.

Withdrawals will begin each year on November 15th and end August 15th the following year. Withdrawals from November 15, 2018, to August 15, 2019, will be in the amount of \$38.85 and will be applied toward your registration fees for the **2020 registration year**. Withdrawal amounts for future years are subject to change.

Important Information

Please ensure you read all of the following information carefully before submitting your PPP application.

- The PPP is advance payment for the next registration year. If you enroll in the PPP in 2018, your monthly withdrawals over the coming year will be applied to your 2020 registration fees. You will still need to pay for your 2019 registration during the renewal window.
- You will remain enrolled in the PPP for each future registration year, until you explicitly opt out of the PPP in writing. You must send a written notice to the CLPNM if you wish to withdraw from the PPP. A refund of fees already paid toward the upcoming registration year will be sent to you.
- Enrollment in the PPP does not result in automatic renewal of your registration each year. You must still complete all other renewal requirements each year, which include applying for your renewal on the CLPNM's online registration system and satisfying all eligibility requirements. A complete list of annual renewal requirements is available on the [CLPNM website](#).
- If there are any changes to your account, you must advise the CLPNM and provide a new "VOIDED" cheque at least 10 business days before the beginning of the month in which a scheduled withdrawal is to occur.
- Any occurrence of "Non Negotiable Transactions" (NNT), or changes in accounts that voids a withdrawal (i.e., insufficient funds, account closed, stopped payments) will result in a penalty fee of \$50.00.
- You will be removed from the PPP program after three unsuccessful or voided withdrawals.

How to Apply

1. Fill out the application portion of this form.
2. Sign and date the application.
3. Attach a "VOIDED" blank personal cheque.
4. Submit the documents to the CLPNM by mail or in person at the CLPNM office.

If you have any questions regarding the Preauthorized Payment Plan, please contact Buffie Babb, CLPNM Business Manager, by email at bbabb@clpnm.ca or by phone at 204-663-1212 or 1-877-663-1212 toll free.

Preauthorized Payment Plan Application Form

To be completed by the account holder(s).

Return this form with a blank cheque marked "VOID" to the Business Manager at CLPNM no later than October 15, 2018. If you are already enrolled in the PPP you do not need to submit this form.

Withdrawals made November 15, 2018 to August 15, 2019 will be in the amount of \$38.85 each month.

Name: _____ **LPN Registration Number:** _____

Address: _____ **Phone Number:** _____

City: _____ **Postal Code:** _____

Name of Financial Institution: _____

Branch Address: _____

Bank Number

Transit Number

Account Number

I understand that the Payment Withdrawal Date will be on the 15th of every month, beginning in November of each year and ending in August of the following year.

I, the above named LPN member, agree to participate in this preauthorized payment plan and I authorize the CLPNM to debit my account based on the annual prepayment schedule. I agree to prepay my registration fees in 10 monthly withdrawals through the preauthorized payment plan.

I understand that registration renewal fees are determined by CLPNM *By-law Article 14 (14.2)*. I will be informed of and agree to any adjustment in PPP payments required to cover the balance of my registration fees. Notice will be provided to me through an official CLPNM publication prior to the adjustment of withdrawal amounts.

I understand that I may cancel this authorization at any time by delivering a written notice of cancellation to CLPNM. I agree that cancellation of this authorization does not terminate my current registration status with CLPNM. This authorization applies only to the method of payment and does not have any bearing on my registration status.

I agree that the Financial Institution is not required to verify whether these payments are properly debited from my account.

I agree that delivery of this authorization to the CLPNM constitutes delivery by me to the Financial Institution.

I agree to inform the CLPNM, in writing, of any changes in the Account information provided in this authorization at least 10 business days before the beginning of the month in which the next scheduled PPP withdrawal is to occur.

I warrant that all the persons whose signatures are required to sign on this Account have signed the Authorization below.

I understand and agree to the above terms and conditions. (If you require a copy of this form for your records, make a copy prior to sending in the form to the CLPNM office.)

I understand that each and every occurrence of "Non Sufficient Funds" (NSF) or changes in accounts that voids a withdrawal (i.e., account closed, stopped payment) will result in a CLPNM Non Negotiable Transaction (NNT) penalty fee of \$50.00 per occurrence.

Signature of Account Holder

Date

Signature of Account Holder

Date