



# Pre-authorized Payment Agreement

## REGISTRANT INFORMATION (Type in the spaces or print clearly)

Name: 

Last	First	Middle
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CRNNS Registration Number: \_\_\_\_\_

Mailing Address: 

Apt/Box No.	Number	Street
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City/Town	Province	Postal Code
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Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Category of Registration:  Registered Nurse  Nurse Practitioner

## BANK ACCOUNT INFORMATION

Deposit Account Number: \_\_\_\_\_ Branch Transit Number: \_\_\_\_\_

Financial Institution Number: \_\_\_\_\_  Chequing Account  Savings Account

Financial Institution Name: \_\_\_\_\_

Branch Address: 

Number	Street	City	Province	Postal Code
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A blank cheque marked "VOID" must accompany this application.

## PRE-AUTHORIZED PAYMENT DETAILS

I authorize the College of Registered Nurses of Nova Scotia to debit the bank account identified above in the amount of:

RN \$38.79  NP \$46.81

payable in 16 installments on the 14th and 28th of each month from November 14th to June 28th. This authorization is to remain in effect until such time as I revoke my authorization subject to providing up to 30 days notice to CRNNS. This pre-authorized debit agreement is personal as it covers the cost of CRNNS registration fees.

Signature of Account Holder \_\_\_\_\_ Signature of Joint Account Holder (if appropriate) \_\_\_\_\_

Name (please print) \_\_\_\_\_ Name (please print) \_\_\_\_\_

Date \_\_\_\_\_ Date \_\_\_\_\_

You have certain recourse rights if any debit does not comply with this agreement. For example, you have the right to receive reimbursement for any debit that is not authorized or is not consistent with this Pre-authorized Payment Agreement. To obtain more information on your recourse rights, contact your financial institution or visit [www.cdnpay.ca](http://www.cdnpay.ca)

Mail or fax completed form and a blank chequed marked "VOID" no later than October 31, 2018 to:  
CRNNS Finance Officer, 4005-7071 Bayers Rd, Halifax, NS B3L 2C2 Fax: 902.491.9510

The College of Registered Nurses of Nova Scotia (CRNNS) strives to provide programs and services that meet the needs of its stakeholders. The pre-authorized payment plan is a flexible way for nurses to pay for the licensing fee in order to practise nursing in Nova Scotia.

## Frequently-Asked-Questions

### Why should I enroll in this payment plan?

Since this payment plan has been designed with you in mind, there are a number of ways you might benefit from enrolling in this plan.

Plan Features	Benefit to You
Fixed, bi-weekly payments	Increased flexibility to plan for other personal bills or expenses
Seamless opt-in and opt-out process	No risks to enroll. You can withdraw at any time!
Small payments made throughout the year	Easier to budget your money throughout the year
Payments are collected in advance of the upcoming licensure year	No unexpected costs or surprises during the licence renewal process because your fee has already been paid, in full.

### Generally, how does this payment plan work?

This payment plan is simple and similar to how you might pay for your gym membership or mortgage. Once enrolled, CRNNS will begin withdrawing a fixed amount from your account on the 14th and 28th day of each month between November 2018 and June 2019. Each payment will be applied to next year's estimated licence renewal fee so by the time you renew your next licence, the balance owing will be already paid in full.

### What can I expect if I enroll today?

The pre-authorized payment plan is a proactive way to pay for next year's licence renewal fee. If you enroll today, the payment plan will begin on November 14, 2018 and continue until June 28, 2019. During this time, CRNNS will withdraw a fixed amount from your account twice a month. Each payment will be applied to **next year's estimated 2020 licence renewal fee**.

The fixed payment amount is:

Designation	Amount Withdrawn Twice a Month beginning on November 14, 2018	Total Amount of 2020 Licence Renewal Fee Paid by June 28, 2019
Registered Nurse (RN)	\$38.79	\$620.65 of full licence
Nurse Practitioner (NP)	\$46.81	\$748.88 of full licence

### Is there a deadline to enroll?

Yes. If you would like to participate this year, the deadline to enroll is **October 31, 2018**.

## How do I sign up?

To sign up, please complete the [CRNNS Pre-Authorized Payment Agreement Form](#) and email it to Susan Crowe, CRNNS Finance Officer, at [scrowe@crnns.ca](mailto:scrowe@crnns.ca) **no later than October 31, 2018**. This form is on page 1 of this package.

**A Note for Newcomers:** If this is your first time signing up, you will still be required to pay this year's 2019 licence renewal fee in one lump sum. The pre-authorized payments begin in November 2018 and are applied to next year's licence renewal fee. We also encourage newcomers to read through the Frequently-Asked-Questions below to better understand the finer details of this payment option.

## What if this payment option does not work for me?

If this payment option does not work for you, you can opt-out of the plan at any time by completing the [CRNNS Pre-Authorized Payment Cancellation Form](#) and emailing it to Susan Crowe at [scrowe@crnns.ca](mailto:scrowe@crnns.ca). It may take up to 30 days for the change to take effect and for you to be reimbursed for the payments already withdrawn. This form is on page 4 of this package.

## What if there are not enough funds in my account on the day that a payment is to be withdrawn?

If there are insufficient funds in your account on two separate occasions in the same calendar year, we will ask you to opt-out of this payment option as there may be another payment option better suited to your needs.

## How is this different from payroll deduction?

As a member, these two payment plans are very similar. On the pre-authorized payment option, it is CRNNS who collects the fees on your behalf. On payroll deduction, it is the facility who collects the fees on your behalf.

## I'm enrolled in payroll deduction. Can I also enroll in this payment plan?

If you are enrolled in payroll deduction, you currently have a plan in place to pay for your licence renewal fee and are well prepared for the licence renewal process. As a result, you are not eligible for this payment plan.

If in the future, you are no longer a part of payroll deduction, we encourage you to consider this payment plan as a way to make the licence renewal process easier and more convenient for you.

## Can CRNNS withdraw payments from my credit card instead of my bank account?

Unfortunately, it is not possible for us to withdraw payments from a credit card. The payments must be withdrawn from a bank account that contains the agreed upon payment amount every two weeks (RN: \$38.79; NP: \$46.81).

## Who do I contact if I have a question about how to enroll?

If you have any questions, please email Susan Crowe at [scrowe@crnns.ca](mailto:scrowe@crnns.ca) or call at 902.491.9744 ext. 234 (Toll Free: 1.800.565.9744 ext. 234).



## Pre-authorized Payment Cancellation Notice

You may at any time cancel your Pre-authorized Payment Agreement to prepay your CRNNS registration fee by completing this form and submitting it to CRNNS up to 30 days prior to when you want your final debit withdrawal. Please provide the following information:

Name:

Last	First	Middle
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CRNNS Registration Number:

Mailing Address where you would like refund sent:

Apt/Box No.	Number	Street
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City/Town	Province	Postal Code
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Telephone:	Email:
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Reason for cancellation (retired, non-practising, other):

*Your refund will be issued for the balance left in the account after deduction of the applicable registration fees.*

I, \_\_\_\_\_, authorize the CRNNS to cancel my authorization to issue pre-authorized payments. I acknowledge that this cancellation does not terminate any other obligation that I/we may have with the College of Registered Nurses of Nova Scotia.

Signature of Account Holder

Date

Mail or fax completed form to:  
 CRNNS Finance Officer, 4005-7071 Bayers Rd, Halifax, NS B3L 2C2  
 Fax: 902.491.9510