

Ahmadiyya Muslim Jama'at  
Department of Finance

Pre-Authorized Payment Information

We are pleased to offer Pre-Authorized Payment Plan option for paying your donations. By choosing this option, on the 3<sup>rd</sup> of every month, the fixed amount that you specify will be transferred from your bank account to the Jama'at account.

This option will help you pay your donations on a regular basis and the amount will be applied to the donation types (Aam, Wasiyyat, Jalsa Salana etc.) according to your instructions. You, of course, will have to make sure that the payment amount is available on the payment due date (3<sup>rd</sup> of every month).

You may set up this authorization for your own use or to pay donations on behalf of a family member. However, you will have to set up separate authorizations for each payee. A payee is someone in whose name donation receipts will be issued. Payee must be a Jama'at member in active status in Canadian Tajneed database.

When the payee of donations and the bank account owner are the same person

- i. Pre-Authorized Payment Application will be filled by the payee
- ii. Pre-Authorized Payment Authorization will be filled by the payee

When the payee of donations and the bank account owner are NOT the same person

- i. Pre-Authorized Payment Application will be filled by the payee
- ii. Pre-Authorized Payment Authorization will be filled by the bank account owner

Once your payment option is set up, to change or stop your participation in the program, please notify Jama'at in writing at the address provided here by the 15th of the month to take effect for the following Payment Due Date. The change may apply to the payment amount or its disbursements towards different donation types.

Ahmadiyya Muslim Jama'at  
10610 Jane Street  
Maple ON L6A 3A2  
Attn: Finance – Pre-authorized Payments Processing

**Instructions:**

1. Please complete all sections of the application
  - i. Member code (which is four or five digit code assigned to you) must be provided
  - ii. Please provide complete address information and check box if this is a new address not supplied to the Jama'at since your move

- iii. The Branch is the Jama'at branch to which you belong which may be different from the "city" you live in
  - iv. Payment Amount is the total amount that will be debited from your account
  - v. Amount in words – for example Five Hundred Fifty Dollars.
  - vi. Please provide the year and month when the first payment will be debited. It will be processed on the 3<sup>rd</sup> of the year and month specified.
  - vii. The Payment Amount will be disbursed among the donation type(s) specified by you. For example of the \$550 Payment Amount, \$450 may be applied towards Chanda Aam and \$100 may be applied to Chanda Jalsa Salana. The sum of all disbursements (\$450 + \$100) must be equal to Payment Amount (\$550)
  - viii. President must verify that the member is in good standing and is good candidate for this payment plan and has the financial discipline to ensure availability of funds on the 3<sup>rd</sup> of every month.
2. Please read the Authorization Terms and sign this document in order to instruct your financial institution to make payments directly from your account.
  3. Return the completed form with a blank personal cheque marked "VOID" and return to Jama'at. **IMPORTANT!**