

Cornerstone Co-operative Business/Corporate Farm Credit Application Package

Thank you for your interest in applying for credit with us. There are different forms for Business/Corporate Farm and Personal/Farm accounts. Please ensure you have the correct documents.

Included in this package are the following documents:

- Frequently Asked Questions
- Business/Corporate Farm Application for Credit
- Credit Agreement and Statement of Disclosure
- Cardlock Cardholder Application
- Cardlock User Agreement
- Federal Fuel Charge Exemption Certificate (for dyed fuel customers)
- Authorization form for E-statements (e-mailed monthly statements instead of paper copies)
- Authorization form for Pre-authorized debit (withdrawn on the 10th or 25th of each month)

Once the forms are completed, please fax them to 780-645-3270, drop off at our St. Paul or Vermilion Petroleum locations, St. Paul Administration, or e-mail michele.gervais@cornerstone.crs

Questions? Call us at 780-645-3351 ext. 227 !



Frequently Asked Questions

- 1. What is a charge account?** Having an approved charge account allows you to defer paying for items purchased at our Home Centres and/or cardlock fuel locations. Groceries are not applicable.
- 2. What if I need help filling out the document?** Reach out to our admin team @ 780-645-3351 for assistance in completing the application.
- 3. When is the payment due?** All charge accounts are due in full the following month. For example, if you charge fuel in November, the entire bill is due in full at the end of December.
- 4. What happens if I don't pay the bill in full?** The unpaid balance will have interest charged on it at a rate of 2% per month (24% per year).
- 5. How can I pay my bill?** Bills can be paid at any Cornerstone Co-op location EXCEPT liquor. We accept cash/debit/cheque. We also have pre-authorized debit. Credit cards may NOT be used as payment on account.
- 6. What is the pre-authorized debit program?** This program is where we would take your monthly payment directly from your bank account.
- 7. What is the credit limit for?** This value is what you expect to charge over the course of 1 month.
- 8. What if I go over the credit limit?** The account will be flagged by our system, and we will reach out to discuss your credit limit and possibly adjust it. Credit limits that are vastly surpassed may be turned off before the 30-day period.
- 9. Will going over the limit affect my credit score?** Yes, and by going over the limit it will bring your score down LOTS.
- 10. What if I want to increase the limit, what do I do?** Contact the credit department and a complete review of the account will be done before the increase will happen.
- 11. Can I charge at the Home Center if all I have is a fuel card?** Yes, but please contact our admin team in **advance** for approval and so we can notify the Home Centre to update their system.



BUSINESS / CORPORATE Application for Credit:

(Please Print In Ink)

Date: _____ Co-op Member #: _____

Name (of Business): _____ Contact: _____

Address: _____ City: _____ Postal Code: _____

Phone: (____) _____ Fax: (____) _____ Email: _____ GST #: _____

Nature of Business: _____ Amount of Credit Require: \$ _____

Company is a: () Corporation () Partnership () Sole Proprietorship Date Established: _____

Length of Time in Business _____ Years Location of Charging: _____ Cardlock _____ Home Centre

Principals / Owners:

Name: _____ Title: _____ Date of Birth: _____ SIN #: _____

Address: _____ City: _____ Postal Code: _____ Phone: (____) _____

Name: _____ Title: _____ Date of Birth: _____ SIN #: _____

Address: _____ City: _____ Postal Code: _____ Phone: (____) _____

References:

Bank: _____ Branch: _____

Contact: _____ Phone: (____) _____ Fax: (____) _____ Email: _____

Supplier: _____ Address: _____

Contact: _____ Phone: (____) _____ Fax: (____) _____ Email: _____

Supplier: _____ Address: _____

Contact: _____ Phone: (____) _____ Fax: (____) _____ Email: _____

Are there any legal actions pending against you or your partner(s)? [] YES [] NO

Have any of the principals/owners been discharged from bankruptcy in the last 7 years? [] YES [] NO

Complete This Portion for Corporate Farm Use:

Legal Land Description Sec _____ Twp _____ Range ___ W of ___ Meridian Gate Sign #: _____

Acres Farmed: _____ How Long Have You Farmed? _____

Owner [] Name of Mortgage Co. or Landlord _____
Tenant [] _____

Number and Type of Livestock: _____ Is Livestock Financed by Third Party? _____ If so, who is the Financer? _____

Dyed Fuel Permit #: _____ Expiry Date: _____

Insurance Company: _____ Insurance Agent: _____

I/WE _____ (Principal/Owner) and _____ (Principal/Owner) on our own and on behalf of _____ (Name of Business) (the Principals/Owners and the Business are hereinafter referred to as the "Corporate Customer"), apply for credit for the supply of goods, services and materials in accordance with the Application for the Credit currently made. I/WE being Principals of the Corporate Customer acknowledge that I/We am/are co-customers/co-purchasers and that I/We will be personally responsible jointly and severally with the Corporate Customer for any and all debts. I/WE will jointly and severally indemnify you, and see paid your account with respect to any order now or hereafter made by or on behalf of the Corporate Customer. I/WE further to pay your account within your terms of payment net 30 days following purchase, to pay 2% interest per month on overdue accounts, and to pay and assume full responsibility for any costs incurred towards collection of any outstanding amounts including legal fees on a solicitor and own client (full indemnity) basis. I/WE fully consent and authorize the Co-op and/or its representatives to obtain any personal or corporate credit information through any credit bureau, credit reporting agency, government registries, private registries or civil enforcement agencies. I/WE confirm that we have been provided with and have retained a copy of the credit agreement and statement of disclosure in force and agree to the terms contained therein.

Date at _____ in the Province of _____ this _____ day of _____ 20__

(Witness) _____ (Principal) _____ (Witness) _____ (Principal) _____

**CORPORATE CREDIT AGREEMENT AND STATEMENT OF DISCLOSURE**

In consideration of the Co-op accepting your credit application, which forms part of this agreement, and opening an account in your name and when, applicable, issuing a service card (the "card") to you and the co-applicants, if requested, you agree to the credit terms set out below.

1. Types of Credit Accounts / Use of the Card

- 1.1. Under a charge account, credit is extended for new purchases (i.e. a purchase not shown on a previous statement) to the Due Date shown on the statement. No interest is charged on new purchases when the Co-op receives payment in full by the Due Date. Under a dating account, credit is extended for new purchases beyond 30 days to the Due Date shown on the statement. No interest is charged on the purchases recorded in a dating account. When due, the purchases in the dating account are transferred to the charge account and interest is charged at the interest rate on the charge account if the amount transferred is not paid on or before the Due Date.
- 1.2. The Card may be used to buy goods and services available on credit on these accounts from the Co-op.
- 1.3. The Card is the property of the Co-op. It is not transferable. You will immediately return all Cards if requested.
- 1.4. Upon cancellation or expiry, you will pay your accounts in full despite the cancellation or expiry of any rights and privileges under this agreement.
- 1.5. The Co-op has the right to cancel your credit accounts and the Card at any time, including, without limitation, upon your death or if you become bankrupt or insolvent.
- 1.6. You may make enquiries about your accounts during the Co-op's ordinary business hours by a local or collect call to the telephone number set out above.

2. Credit Limit

- 2.1. The Co-op will advise you of your credit limit (the "Limit") by letter or in your first statement after acceptance of your credit application. The Limit may be increased or decreased at any time by the Co-op. The change will be disclosed in the next statement following the change. You hereby request any increase to the Limit at any time for which you may qualify.
- 2.2. You agree not to make purchases on your accounts where the amount of the purchase plus any balance then outstanding would in total exceed the Limit unless the Co-op, in its sole discretion, permits you to exceed the Limit, in which case the terms set out in this agreement apply to those amounts in excess of the Limit.

3. Billing

- 3.1. The Co-op will send you a statement every month for purchases that have been made under your accounts during the previous month, and for any previous unpaid balance. Co-applicants and co-applicant cardholders will not receive statements.
- 3.2. Where anyone authorized by you signs a receipt bearing an imprint of your Card, or you or anyone authorized by you gives your account number to make a purchase without presenting the Card, you will be liable to pay as if the sales receipt was signed by you.
- 3.3. If you do not notify the Co-op in writing of an error or omission in your statement of account within 30 days of the statement date, you agree that the statement is considered conclusively to be correct.
- 3.4. Any adjustment made by means of a credit voucher will be credited to you, but until the time the credit voucher is granted and recorded, you are responsible to pay the amount to which it relates to the Co-op in accordance with this agreement.

4. Interest and Payment

- 4.1. You agree to perform promptly all your obligations under this agreement.
- 4.2. You agree to pay the amount due in full on or before the due date appearing on each statement sent by the Co-op to you.
- 4.3. You have the right to prepay the entire balance in full or in part without charge.
- 4.4. You agree to pay interest to the Co-op on all past due amounts at the annual rate of 24%, both before and after demand, default and judgment. This is the annual percentage rate on the charge account. This interest is added to the charge account and forms part of the amount due. This interest will bear interest on your next monthly statement (monthly compounding) if the amount due on the statement is not paid in full on or before the due date.
- 4.5. Payments will be applied by the Co-op in the following order: previously billed interest and purchases, interest and purchases shown on current statement, interest and purchases to be billed.
- 4.6. You agree you are liable for the entire outstanding balance of your accounts despite any variation of interest terms by the Co-op.
- 4.7. In addition to the amounts otherwise payable under this agreement, you agree to pay the Co-op its charge for each cheque received by the Co-op from you that is subsequently dishonored.
- 4.8. Payments must be made only by cash, cheque, debit card or money order, or by other arrangement authorized by the Co-op.

5. Default

- 5.1. You will be in default if any of the following occurs:
 - 5.1.1. you do not make a payment when due;
 - 5.1.2. a bankruptcy proceeding is filed by or against you or you are the subject of receivership or insolvency proceedings or any of your assets are seized;
 - 5.1.3. you have made a false or misleading representation on your Credit Application;
 - 5.1.4. you die;
 - 5.1.5. you breach any of your other agreements in this agreement;
 - 5.1.6. if the Co-op has reasonable cause to believe your ability to perform your obligations under this agreement, including making timely payments, is impaired.
- 5.2. Upon your default, the Co-op has the remedies in this agreement and at law. The Co-op may immediately suspend or cancel your privilege to obtain credit. The outstanding balance in your accounts will become due and payable ten days from the date the Co-op's written notice of the default or other event is sent to you.
- 5.3. You agree to pay all reasonable expenses, costs and disbursements, including fees as between a solicitor and his or her own client, which may be incurred by the Co-op in the enforcement of its rights under this agreement.
- 5.4. You agree that taking of a judgment against you will not operate as a merger of your promise to pay, or affect the right of the Co-op to collect interest at the rates notified to you from time to time on any amounts owing to the Co-op under this agreement or on the judgment.

6. Cancellation

- 6.1. You may cancel this agreement at any time by written notice.

7. Amendments

- 7.1. The Co-op may amend the provisions of this agreement including the interest rate by giving written notice to you of the change. The Co-op will notify you in writing of the amendment, which may be by notice on your statement. The amendment will be effective 30 days, or such greater time period as may be required by applicable laws, after the date notice is given. Unless you cancel your credit accounts within that notice period, the amendment(s) will be binding on you.

8. Notices

- 8.1. Any notice required or permitted to be given to you under the terms of this agreement is sufficiently given if shown on your statement or if sent by prepaid first class mail to the latest address contained in the Co-op's files. Unless otherwise provided in this agreement or by law, any notice so given will be considered to have been received by you on the 7th day after the date on which it was mailed. You agree to notify the Co-op promptly of any change of address. Notice to you or to a co-applicant cardholder is considered notice to all.

9. Lost or Stolen Card(s)

- 9.1. Where the Card(s) used in connection with your account is (are) lost or stolen, you agree to notify the Co-op promptly, in writing.
- 9.2. You are responsible to pay for all product and services charged to your account until you have notified the Co-op as required.

10. Co-applicants

- 10.1. Where a co-applicant signed the credit application with you, the terms of this agreement bind each of you and apply with whatever changes of grammar are necessary.
- 10.2. Where there are co-applicants, you agree that your liability for all amounts payable under the terms of this agreement is joint and individual, which means you are liable both individually and together for all amounts charged to the accounts.
- 10.3. Where you have designated co-applicant cardholder(s), you are responsible to the Co-op for all transactions made by co-applicant cardholder(s) with their Card(s).

11. Miscellaneous

- 11.1. If any part of this agreement is contrary to law or found inoperative by any court, that part is ineffective without invalidating the other parts of this agreement.
- 11.2. This agreement will be governed by the laws of the Province in which the Co-op is situated.
- 11.3. You acknowledge receipt of a copy of this agreement at the time of signing the Consumer/Non-Corporate Farm Credit Application and before the extension of any credit or the use of the accounts.

CO-OP[®] Cardlock Cardholder Application

Name of Applicant _____
 Address of Applicant _____
 Applicant's Phone No. _____
 Dyed Fuel Permit(s) # _____ Prov. _____
 # _____ Prov. _____
 E-mail Address _____ Fax # _____

For Office Use Only		
Date	_____	
Name of Co-op	_____	
Address of Co-op	_____	
Acct. No.	Loc.	Dept.
_____	_____	_____
Co-op Member No.	_____	
Co-op Cardlock No.	_____	

CARD SPECIFICATIONS REQUESTED:

TYPE OF CARD LOCAL SYSTEM WIDE
 NO. OF CARDS _____
 MAX. LITRE FILL TO CONFIRM _____
 UNIT NUMBERS REQUESTED _____ YES _____ NO
 ODOMETER READING REQUESTED _____ YES _____ NO

PRODUCTS: Clear Dyed
 REGULAR
 MIDGRADE
 PREMIUM
 DIESEL

Please read the following and sign.

- I apply for a cardlock card(s) (the "Card") of the local or system-wide type, as indicated above, for the purchase of petroleum fuel in the CO-OP Cardlock System.
- I agree to complete and sign the necessary account application form.
- I hereby confirm that I have been provided a copy of the Cardlock User Agreement (Form 910) and, if my application herein is accepted, I unequivocally confirm that I accept all terms and conditions contained therein. In particular, I acknowledge that I have carefully read and reviewed paragraph 6 of the cardlock user agreement and fully and unequivocally confirm that I shall be fully responsible for all charges incurred as against my cardlock card regardless of whether the charges were incurred without my consent or knowledge.

_____ Signed.

- I will not purchase marked fuel in a province where I do not have a marked fuel purchasing permit. If such a purchase is made, I understand that I will be charged the clear fuel price (inclusive of all taxes). I also understand that this may result in prosecution under the applicable provincial fuel tax act(s).
- For Manitoba users of marked fuel: As the purchaser of marker fuel in the Province of Manitoba, I fully understand and agree that marked fuel must be purchased solely for the purposes authorized under *The Fuel Tax Act* and that any unauthorized use may result in prosecution.

SIGNING BY CORPORATE APPLICANT

Full Corporate Name _____

By: _____ By: _____
 Authorized Signature Authorized Signature

Title: _____ Title: _____

Date: _____ Date: _____

SIGNING BY APPLICANT WHO IS AN INDIVIDUAL OR PARTNERSHIP

SIGNED AND DELIVERED in the presence of:

Signature of Sole Proprietor or Partner _____

Signature of Partner _____ Signature of Witness _____

Signature of Partner _____ Print Name of Witness _____

Date: _____ Date: _____

CARDLOCK USER AGREEMENT

The following are the terms and conditions of the agreement between Federated Co-operatives Limited ("FCL"), the person (the "Customer") to whom the enclosed cardlock card(s) (the "Card") is issued and the retail co-operative (the "Co-op") from which the Customer received the Card. The use by the Customer of the Card indicates the Customer's acceptance of these terms and conditions.

1. Ownership of the Card at all times remains in the Co-op, and the Co-op, or its agent, may retake possession of the Card at any time on or after termination of this agreement. Upon termination of this agreement, the Customer must return the Card to the Co-op.
2. The term of this agreement is one year commencing on the date the Card is first used by the Customer. This agreement will be automatically renewed for successive one-year terms subject to the various termination rights set out. The Customer may terminate this agreement by giving written notice of termination to the Co-op at any time. The Co-op may terminate this agreement at any time on 30 days written notice to the Customer.
3. If the Customer has more than one Card, the Customer is responsible for all purchases made using the cards provided.
4. The Customer may use the Card to obtain the petroleum products for which the Card is authorized from pumps (the "Pumps") in the CO-OP and TEMPO Cardlock network from time to time. The dispensing equipment is to be used by trained cardholders only, and is not open for the use of the general public.
5. The prices to be paid for petroleum products purchased through the Co-op's Pumps using the Card will be the prices established by the Co-op for the Customer. The Co-op prices may be changed by the Co-op from time to time.

6. The Customer agrees to pay for all petroleum products recorded by the Pumps to the Customer's account number until WRITTEN notice of loss of the Card is received by the Co-op. The Customer shall be fully and completely responsible for all such charges to the Card, regardless of how such charges have been incurred or by whom. Notice to the Co-op, as defined in this paragraph, shall only be effective, and thereby relieve the customer of any liability for further charges, when such written notice is actually received by the Co-op.

Initial.

The customer confirms and agrees that he/she/it is fully and unequivocally responsible for the safe guarding of its PIN number and assumes all and complete liability for its safe keeping and use with the cardlock card. The customer agrees that it must not disclose its security (PIN) number and is fully responsible for the security of it. In particular, the customer unequivocally covenants and agrees not to write the PIN number on the card and shall assume full and complete responsibility for the security of both the Card and PIN number.

Initial.

Date: _____

Printed Name: _____

Signed: _____

(Applicant)

7. All accounts are due when rendered. Purchases of petroleum products from the Co-op are payable in full in accordance with the Co-op's credit terms. Purchases of petroleum products from FCL, other retail co-operatives and TEMPO dealers are payable in full each month. If the Customer fails to pay its account(s) within the credit terms, the Customer agrees to pay interest at the rate set from time to time by the Co-op or FCL, or both as the case may be, on the balance of the account(s) from the statement date upon which the invoice(s) appeared until payment is received by the Co-op or FCL, or both, as the case may be. By example if the Co-op's or FCL's interest rate for a 30 day account was 2% per month (24% per year) charged monthly it would have an effective rate of 26.8% per year. The Co-op or FCL,

or both, as the case may be will advise the Customer of the actual interest rate and of any changes in its interest rate as required by law. The Co-op may suspend or limit the right of the Customer to use the Card until payment has been received by the Co-op or FCL, or both, as the case may be. The Co-op has the right to terminate this agreement immediately and without notice to the Customer if any payment to the Co-op or FCL is not made when due. Payments which do not retire the account in full will be applied first to the interest and secondly to reduce the principal outstanding. If the Customer's account with FCL is past due, FCL will transfer the balance of the account to the Co-op. The Customer agrees to pay all costs and expenses incurred by the Co-op in the collection of any past due account including legal fees on a solicitor-and-client basis.

8. Co-op patronage will be paid only on petroleum products purchased at the Co-op's own cardlock and will be subject to the provisions of the Co-op's patronage policy.
9. The Co-op has the right at any time to change the access mechanism or codes at the Pump. If the Customer is in default under this agreement or becomes insolvent or bankrupt, the Co-op may terminate this agreement immediately.
10. Neither FCL nor the Co-op nor any retail co-operative nor any TEMPO dealer is liable to the Customer for any inability by the Customer to obtain petroleum products for any reason whatsoever.
11. All notices required to be sent by the customer to the Co-op must be sent by any two of the following methods: phoning, by fax, by email or by registered mail communication or by personal delivery all to the attention of the petroleum department of the Co-op. The Co-op may provide notices to the Customer by phone, fax, email or mail to the Customer's numbers or address as shown on their account application. The parties agree to notify each other of changes in their telephone, fax and email numbers and address.
12. If the Customer wishes to obtain additional or amended cards, it may make a verbal request to the Co-op, and, if issued, those additional or amended cards will be subject to the terms and conditions of this agreement even though they were not delivered with this agreement.
13. The customer acknowledges that it has received instructions in (a) the means of activating dispensing equipment using the Card; (b) the proper operation of the dispensing equipment; and (c) the location and proper use of the emergency shut-off switches and the fire extinguisher. The dispensing equipment at a cardlock is to be used by trained cardholders only, and is not open for use by the general public.
14. The Customer agrees that it and every person to whom the Customer gives a Card: (a) will not leave the dispensing equipment unattended at any time while it is being operated; (b) will control sources of ignition; and (c) will not dispense petroleum products into containers which do not comply with fire regulations.
15. The customer agrees to indemnify FCL, and the owner of the site from which petroleum products are dispensed using the Card against all claims, liabilities, demands, damages and causes of action, and all costs and expenses of investigating and defending them including legal fees on a solicitor-and-client basis, arising from the use of the Card or the dispensing equipment, including injury to a person or persons, including death and property damage including environmental contamination of soil or groundwater.
16. The Co-op may vary the terms on which the Card is to be used at any time by notice to the Customer. Any use of the Card after notice of a change is subject to the varied terms.



Fuel Charge Exemption Certificate for Farmers

under section 36 of the Greenhouse Gas Pollution Pricing Act, and the Fuel Charge Regulations

If you are a **farmer** within the meaning of the Greenhouse Gas Pollution Pricing Act (the Act) and you carry out eligible farming activities (as defined below), give this exemption certificate to the registered distributor that delivers the fuel in accordance with this Act.

If a farmer receives delivery of gasoline or light fuel oil (diesel fuel) using its exemption certificate, whether the fuel was delivered at the farm or delivered at a cardlock facility that is registered as a distributor, but uses that fuel type for non-eligible farming activities, the farmer must self-assess the fuel charge based on the quantity of the fuel type that is used for purposes other than those eligible for farmers under the Act and its regulations, using Form B401, Fuel Charge Return for Non-registrants, and the related schedule.

Eligible farming activity means either of the following:

- the operation of eligible farming machinery on a farm for the purposes of farming
- the operation of eligible farming machinery for the purposes of going from a location at a farm to another location at a farm

Eligible farming machinery means property that is primarily used for the purposes of farming and that is a farm truck or a tractor.

1. Business information

Legal name: _____

Business number: _____

2. Farmer

Tick the box to declare that you are a farmer carrying out eligible farming activities, within the meaning of the Act.

3. Type of fuel

Tick the box(es) corresponding to the fuel type by listed province covered by this exemption certificate.

Type of fuel by listed province							
	Alberta	Manitoba	New Brunswick	Nunavut	Ontario	Saskatchewan	Yukon
Gasoline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Light fuel oil (for example, diesel fuel)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Certification

As an authorized person, I certify that the information given on this form is correct and complete. I understand that it is a serious offence to make a false declaration.

Name (print)		Title		
Telephone number	Extension	Signature	Year	Month Day

Personal information is collected for purposes of the administration or enforcement of the Greenhouse Gas Pollution Pricing Act, Part 1 ("the Act"). The information collected may be used or disclosed for any purpose related to the administration or enforcement of the Act including audit, compliance and collection activities. It may also be disclosed to other federal, provincial, territorial or foreign government institutions to the extent authorized by law. Failure to provide this information may result in penalties, interest payable or other actions. Under the Privacy Act, individuals have the right to access their personal information, request correction, or file a complaint to the Privacy Commissioner of Canada regarding the handling of the individual's personal information. Refer to Personal Information Bank CRA PPU 062 on Info Source at canada.ca/cra-info-source.

Did you know?

False declaration

If a particular person delivers fuel in a listed province to another person at a particular time, if an exemption certificate applies in respect of the delivery in accordance with subsection 36(1) and if the declaration referred to in paragraph 36(1)(b) is, at the particular time, false, the following rules apply:

- the other person must pay to the Receiver General for Canada a charge in respect of the fuel and the listed province in the amount determined under section 40;
- the other person is liable to pay, in addition to any other penalty under Part 1, a penalty equal to 25% of the amount of the charge under paragraph (a) payable in respect of the fuel; and
- if the particular person knows, or ought to have known, that the declaration is, at the particular time, false, the particular person and the other person are jointly and severally, or solidarily, liable for the payment of the charge in respect of the fuel and the listed province under paragraph (a), the penalty under paragraph (b) and any related interest and penalties.

What to do now

- Give the original certificate to your supplier.
- Keep a copy of this certificate with your records.
- Do not send this certificate to the Canada Revenue Agency.



CORNERSTONE CO-OP

Finance Department

5008 51st Avenue, Vermilion, AB, Canada T9X 1B3
5017 42nd Street, St. Paul, AB, Canada T0A 3A2

Authorization for Cornerstone Co-op to send emailed Statements

Cornerstone Co-op is now able to provide your monthly account statement, weekly/monthly Cardlock invoices and monthly bulk fuel delivery summary via email. With this form, you are able to choose the items you authorize Cornerstone Co-op to send to the email addresses you specify below. All information is protected according to PIPEDA.

Printed Member Name: _____ Member #: _____

Provide **1, 2 or 3** email addresses to which you authorize Cornerstone Co-op to send emails as chosen below:

1. _____
2. _____
3. _____

By signing this form I authorize Cornerstone Co-op to send to the address(es) above the following types of emails (choose one or all) **by initialing in the box** immediately to the left of the description of the preferred email content. You will no longer receive your statements via Canada Post.

- Monthly account statement
- Cardlock invoices _____ weekly _____ monthly (check one)
- Bulk delivery fuel invoices daily as processed

Newsletters, **Home Centre Invoices**, Event Notices, Notice of AGM, Flyers, Board of Director News

Surveys, Contests & Coupons

Additional fees for paper invoices/statements may be applicable and due to Covid-19 all future mailing of paper statements and invoices are being reviewed. By your signature below you acknowledge you have read and understood all aspects of this document and have made all those associated with the email addresses above aware of these terms.

Member Signature: _____ Date: _____

Once completed, return to our office in person or by mail, or a scan copy to estatemnts@cornerstone.crs or fax 780-645-3270. The Cornerstone Co-op emails will be sent from estatemnts@cornerstone.crs and it is critical that all email recipients are aware of this email and mark this address as a trusted sender in their email program.

CHARGE ACCOUNT PAYMENT OPTIONS

We at Cornerstone Co-operative understand you have other things on your mind other than how to remit your payment. That's why we have developed these convenient ways to make your payment, conveniently and on time.

1) **Pre-Authorized Payments**

No need to worry about when your payment is due. Your payment is automatically remitted from your bank account on the 10th or 25th of each month (or the next available business day in the case of weekends or holidays). If this interests you, please fill out the enclosed agreement form and return to our office.

2) **On-line and Telebanking**

Most financial institutions have listed Cornerstone Co-operative as an electronic bill payee on their telephone banking and online banking systems. The account number is 13 digits long and a sample is below:

Sample of 12 digit account number needed:

RETAIL #	CUSTOMER #
2312 7	024915 1

3) **E-transfer**

We have automatic deposit set up, so all you will need is the email address. Please remember to put your account number and/or name in the comments.

etransfer@cornerstone.crs

4) **Regular Mail**

Payments can be made by cheque using regular mail directly to our office. Please allow sufficient time for mailing.

Cornerstone Co-op
5017 42 St
St Paul AB T0A3A2

For mor information please call the St Paul administration office at 780 645 3351

5) **In person**

Payments can also be made at any of the Cornerstone Co-operative locations **except** liquor stores. Cheques, cash, or debit will be accepted when paying in person. **Payments using credit cards are not accepted.**

PRE-AUTHORIZED DEBIT AGREEMENT

CUSTOMER INFORMATION

Please Print Name

Co-op Membership #

Address: _____

Street

City, Province, Postal Code

Telephone

PRE-AUTHORIZED DEBIT (PAD)

I hereby authorize my local Co-operative the debiting of my account for the amount due as per the Cornerstone Co-op monthly statement by method of Electronic Funds Transfer on the 10th or 25th of each month beginning _____, 20____
PLEASE PICK THE DATE YOU WOULD LIKE.

I, the payor, may revoke this authorization at any time, subject to providing 15 days' notice in writing.
NSF payments are subject to \$50.00 service charge. More than 1 NSF payment will result in removal from this program.

BANKING INFORMATION

Please attach a VOID cheque or printed sheet with information from your bank.

I have certain recourse rights if any debits do not comply with this agreement. For example, I have the right to receive reimbursement for any PAD that is not authorized or is not consistent with this PAD agreement. To obtain a form for a Reimbursement Claim, or for more information on my recourse rights, contact your financial institution or visit www.cdnpay.ca.

Account holder signature

Date of signature

