

Thank you for your interest in Scotiabank's Government Tax Payment and Filing Service (PFS). This enrollment form is for use by Corporate and Commercial customers and Small Business Banking customers that do not use Scotia Online.

Commercial/Corporate customers, please print this form, fill it out, sign and fax it to: **1-877-909-7038**.

Small Business customers that use Scotia Connect electronic banking, please print this form, fill it out, sign and contact your branch representative.

Small Business Banking customers that use Scotia Online must enroll through Scotia Online.

Paper form enrollments: Your user/PFS ID and password will be emailed to you in two separate emails from donotreply@assurepay.com

*Action Required

- ☐ New Service
- ☐ Service Cancellation
- ☐ Service Change (Describe nature of requested change)

*Type of Service

- ☐ Single User/No Authorization
- ☐ Single Admin/Multi Authorization
- ☐ Multi Admin/Multi Authorization

*Date _____

PFS ID (6 or 8 digits) _____
(Complete only for Service Change or Cancellation)

Section 1 – Company Information

*COMPANY NAME

*ADDRESS

*CITY

*PROVINCE/STATE

*POSTAL/ZIP CODE

*LANGUAGE(E/F)

Section 2 (a) – Type of Services

***Select either Single User, Single Admin with authorization or Multi Admin with authorization**

Single User/No Authorization – to be used for sole owner business clients (business clients that will not be setting up Users)

Single Administration with Multiple Users with Multiple Authorization

One administrator will manage Multiple Users. No additional administrator approval required for user creation

*NAME (Administrator or Single User name)

*Phone No. (with Area Code)

*EMAIL ADDRESS

Multiple Administration with Multiple users with Multiple Authorization

Any User management activity by one company administrator will require another administrator's approval.

Up to 5 Company Administrators can be assigned at time of new registration

*NAME:	*EMAIL:	*PHONE:
*NAME:	*EMAIL:	*PHONE:
*NAME:	*EMAIL:	*PHONE:
*NAME:	*EMAIL:	*PHONE:
*NAME:	*EMAIL:	*PHONE:

Section 2(b) – Administrator Maintenance - *To add, change or delete administrator*

Single User/No Authorization – Remove previous single User/Single Administrator and Change to:

* NAME:	* EMAIL:	* PHONE:
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Single Administration with Multiple Users with Multiple Authorization

One administrator will manage Multiple Users. No additional administrator approval required for user creation

Multiple Administration – *Add or delete administrators or change information for an existing administrator*

Add Change Delete

			* NAME:	* EMAIL:	* PHONE:
			* NAME:	* EMAIL:	* PHONE:
			: * NAME:	* EMAIL:	* PHONE:

Section 3 – Bank Contact

* YOUR BRANCH TRANSIT NUMBER AND LOCATION
* YOUR SCOTIABANK RELATIONSHIP OR ACCOUNT MANAGER'S NAME
* RELATIONSHIP OR ACCOUNT MANAGER'S PHONE NUMBER

Section 4 - Bank Account Information

Scotiabank Accounts to be used for tax payments (up to 999 bank accounts, CAD only). Please indicate only one billing account for service fees.

Transit	Account Number (12 numbers)	Billing Y/N	Account Name (10 characters including space)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

THE BANK OF NOVA SCOTIA - NOTICE OF CONFIDENTIALITY

The information transmitted is intended only for the person or entity to which it is addressed and may contain confidential and/or privileged material. Any review, re-transmission, dissemination or other use of, or taking of any action in reliance upon, this information by persons or entities other than the intended recipient is prohibited. If you received this in error, please contact the sender immediately by telephone (collect if required). A courier will be sent to retrieve the documents or, alternatively, immediately destroy this transmission, including all attachments, without copying, distributing or disclosing same.

Consent for Electronic Disclosure: This is to confirm your request and consent for the enclosed information, documents and/or notices to be provided to you at the designated fax number indicated above in this electronic format only. We recommend that you keep a copy of this fax document for your records.

***Indicates Mandatory Field**

Scotiabank Accounts to be used for tax payments (up to 999, CAD only). Please indicate one billing account for service fees.

I have read and agreed to the terms on page 3 of this form.

*SIGNING OFFICER NAME	*SIGNATURE
OFFICIAL POSITION	*DATE

*SIGNING OFFICER NAME	*SIGNATURE
OFFICIAL POSITION	*DATE

For Scotiabank Use Only

Special Pricing - waive fees (attach approval)

Processed by

NAME	SIGNATURE
PHONE	DATE

Government Tax Payment & Filing Service Terms and Conditions

Before registering for our government tax payment & Filing Service, please carefully read the following information.

1. **Enrollment:** You will provide The Bank of Nova Scotia ("Scotiabank") the information required to be enrolled in the service, including your full legal name and service and billing account information (enrollment information) to the fax number on the Government Tax Payment & Filing Service Enrollment Form. Scotiabank will process the enrollment information and will advise you when you are able to use the service. Please ensure you promptly advise Scotiabank when there is any change to the enrollment information by faxing the updated information to the fax number on the Government Tax Payment & Filing Service Enrollment Form.
2. **Registration of Payment Recipients:** You may register online to instruct payments to recipients. Scotiabank may add or delete recipients from time to time and such changes will be effective when Scotiabank provides notice online.
3. **Processing of Payments:** Payments made on the Government Tax Payment & Filing Service are processed overnight. This means that if your taxes are due tomorrow, you must enter the payment today before midnight eastern time (ET). The payment will be value-dated for the next business day and the actual funds will not be taken out of your account until the value date.
4. **Sufficient Funds:** You are responsible for ensuring that sufficient funds are in your account on the date that funds will be taken out of your account. If sufficient funds are not available, the tax payment that you have requested to be made on your behalf will be reversed. The reversed debit to your account will indicate failed payment. No other notification to you of this reversal will be provided.
5. **Payment Initiation Date:** When you have registered to make payments to a recipient, you may initiate payments to the recipient at any time, on any day, including non-business days. A payment initiation date will be established for each payment as the day on which you input payment transaction instructions, prior to 12:00 o'clock a.m. eastern time (the "payment initiation date").
6. **Value Date:** You may initiate payments for receipt by a recipient for value on a business day not sooner than the next business day following the payment initiation date and not later than the first anniversary of the payment initiation date (the "value date"). If applicable, the account will be debited for the amount of each payment on the value date of such payment. Payments cannot be recalled and are irrevocable as of 12:00 o'clock a.m. eastern time the value date of the payment. You may cancel or recall a payment any time before 11:59 o'clock p.m. eastern time on the day before the value date of such payment.
7. **Confirmation:** After a payment has been instructed, you will receive a confirmation number indicating that the service has accepted the payment. A confirmation number will also appear on your hardcopy statements. The transaction information will appear on your statement as follows: Each transaction made will be identified by business PAD and Government Tax Payments. In addition, a 5 character tax type mnemonic and 7 digit confirmation number will appear on the statement.
8. **Service Charges:** You will be debited each month for Scotiabank's standard fee of \$2.00 per payment & filing transaction or you will be debited Scotiabank's minimum monthly fee of \$2.00 per month if no tax payment or filing transactions are submitted for processing. You will be debited for Scotiabank's standard fee of \$25.00 when you enroll for the Government Tax Payment & Filing Service.

Scotiabank may change the fees for this service from time to time on not less than 30 days notice to the customer. Changes, if any will be posted online.

You agree to be bound with respect to the service, by the provisions of the Scotiabank Financial Services Agreement which you have received (additional copies can be obtained at your branch). You acknowledge having read this agreement. Use of the service shall also evidence your acceptance of and agreement with the terms and conditions of this agreement.