

Thank you for your interest in Scotiabank's Government Tax Payment & Filing Service. This enrollment form is for use by Corporate and Commercial customers only. Small Business Banking customers enroll through Scotia OnLine.

To enroll, please print this form, fill it out, sign and fax it to: **1-800-273-7337**

Once your application is processed you may choose to have your PFS ID, password and further instructions sent to you by fax, or you may have your PFS ID sent by email, with a follow-up fax for your password.

Please indicate your preference:     Fax my user ID and password  
    Email my user ID and fax my password

Date \_\_\_\_\_

- New Service
- Service Change            \_\_\_\_\_            PFS ID (6 or 8 digits)
- Service Cancellation        \_\_\_\_\_            PFS ID (6 or 8 digits)

*FULL LEGAL NAME OF BUSINESS		
*ADDRESS		
*CITY	*PROVINCE/STATE	*POSTAL/ZIP CODE

*PRIMARY CONTACT NAME	
*TELEPHONE NUMBER	*FAX NUMBER
*PERSONAL EMAIL ADDRESS	*LANGUAGE PREFERENCE <input type="checkbox"/> ENGLISH <input type="checkbox"/> FRENCH

*SCOTIABANK ACCOUNT TO BE USED (FOR BOTH BILLING AND PAYMENTS)	*TRANSIT NO.	*ACCOUNT NO.
*YOUR BRANCH TRANSIT NUMBER AND LOCATION		
YOUR SCOTIABANK RELATIONSHIP OR ACCOUNT MANAGER'S NAME		
RELATIONSHIP OR ACCOUNT MANAGER'S PHONE NUMBER		

**Authorized User**

NAME	TITLE
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**I have read and agreed to the terms on the reverse of this form**

*SIGNING OFFICER NAME	*SIGNATURE
OFFICIAL POSITION	*DATE

*SIGNING OFFICER NAME	*SIGNATURE
OFFICIAL POSITION	*DATE

**For Scotiabank Use Only**

**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 Scotiabank the information required to be enrolled on the Service, including your full legal name and service and billing account information (Enrollment Information) to the fax number on the 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 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 absence of a debit to your account will constitute notification to you. 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 Scotiabank's standard service charge of \$2.00 per transaction for the Service. You will be debited Scotiabank's standard service charge of \$25 when you enrol in the service. Scotiabank may change the charges for the Service from time to time on not less than 30 days notice to the Customer. Scotiabank will post this notice online.

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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.