



# Me To Me Money Transfer Authorization

Linking your accounts at Interior Savings to your own accounts at another Canadian financial institution lets you transfer your money in Online Banking between financial institutions whenever you want.

Complete this form and follow the instructions below to link your accounts.

\*If your Interior Savings account is **Joint**, the other financial institution account and the void cheque must be in the same joint names.

If you have questions, please contact our **Member Service Centre at 1-855-220-2580**.\*

\***Business Accounts** are not eligible for Me To Me Money Transfers at this time.\*

**STEP 1**  
TELL US  
ABOUT  
YOURSELF  
AND YOUR  
ACCOUNTS

Account Holder's full name(s): \_\_\_\_\_

Your phone (day): \_\_\_\_\_ Your email: \_\_\_\_\_

Account currency:  CAD  USD

Link my external account to my Interior Savings account number/branch: \_\_\_\_\_

All linked accounts must be a chequing or savings account in Canadian or US funds.

**STEP 2**  
PREPARE A  
CHEQUE  
FROM YOUR  
OTHER  
FINANCIAL  
INSTITUTION

- Get a cheque from your account at the other bank or credit union that is pre-printed with your full name (e.g. John Smith).
- Write VOID across a personalized cheque.
- In the memo field of the cheque write your Interior Savings account number.
- Cheques do not need to be signed



I can withdraw any consent I give below for the collection, use, and disclosure of my personal information at any time by contacting the Financial Institution, using the information above. I may be asked to provide a request in writing.

**If I withdraw my consent, the Financial Institution may no longer be able to provide me or the third party for whom I am acting with a product(s) and/or service(s).**

**CONSENT**

Further to the personal information consent, any full personal credit report consent, and any administration consents I provided in my/our application for the Account, I consent to the Financial Institution and its agents and representatives collecting, using, and disclosing any new personal information provided in the Depositor Information section for the same purposes described in such previous consents. I also understand that the Financial Institution will use my personal information to market to me, including by commercial electronic message, if I have previously provided a marketing consent to the Financial Institution.

For the purpose of authorizing transactions under this agreement, I consent to the Financial Institution collecting, using, and disclosing any and all Account information concerning myself, the External Account, and/or my dealings with the other Financial Institution.

I consent to the Financial Institution disclosing information contained in this agreement, in accordance with the Rules of the Canadian Payments Association, to the other financial institution where the External Account is held.

**Additional information about consent withdrawal and the Financial Institution's privacy policies can be obtained by contacting a Financial Institution representative.**

**We're sorry, you cannot link accounts if**

Your account at the other financial institution requires more than one signature to withdraw or to operate the account

Or

Your Interior Savings or other financial institution account is a business account.

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**AUTHORIZATION**

*(This section must be signed by each and every person authorized to sign on the Account and the External Account.)*

The Depositor hereby confirms that the information provided above is true and correct. By signing this agreement, the Depositor acknowledges having received and read a copy of this agreement, including the terms and conditions on page 3, as well as the account agreement and direct services agreement, acknowledges understanding the terms and conditions, and agrees to be bound by the terms and conditions of all such agreements. The Depositor warrants and guarantees that all persons who are required to sign on the Account and the External Account have signed this agreement. If the External Account is in the name of more than 1 account holder, the Depositor confirms that any 1 of the account holders is authorized to sign and give instructions on the External Account.

**The Fine Print**

Don't forget to read the terms and conditions on the next page

**STEP 3**  
AUTHORIZE  
US TO SET UP  
A LINK BY  
SIGNING THIS  
FORM

Primary Account Holder's Name: \_\_\_\_\_

Primary Account Holder's Signature: \_\_\_\_\_

Joint Account Holder Name: \_\_\_\_\_

Joint Account Holder Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**STEP 4**  
SEND US THIS  
COMPLETED  
FORM AND  
YOUR VOID  
CHEQUE

Mail to:  
Interior Savings  
Payment Services  
203 – 595 KLO Road  
Kelowna, BC  
V1Y 8E7

OR

Fax to: 250.869-8327  
Email to:  
PaymentServices-MetoMeTransfer@interiorsavings.com  
Drop off:  
At your nearest Interior Savings Branch

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**Thank you for sending us your signed authorization form and void cheque. Please keep this page for your records.**

**STEP 5**  
VERIFYING  
AND LINKING  
YOUR  
ACCOUNTS

1. Within 5 business days of receiving the signed Authorization Form and void cheque Interior Savings will set up the external account.
2. An Interior Savings Payment Services representative will contact you to verify the account is ready for use.
3. You can then begin to transfer money to and from your other financial institution from within Interior Savings' Online Banking service.

**For more information**

Call our Member Service Centre at  
1-855-220-2580 for assistance

or  
visit us online at

[www.interiorsavings.com/OnlineBanking/Me2Me](http://www.interiorsavings.com/OnlineBanking/Me2Me)

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## TERMS AND CONDITIONS

**1. INTERPRETATION** – Any defined term used in this agreement, defined in the singular, is deemed to include the plural and vice versa.

**“Access Terminal”** means any device used to access any of the Depositor’s accounts, including without limitation, an ATM, a computer, a portable hand-held device, or a telephone including any form of mobile telephone.

**“Account”** means any of the Depositor’s accounts or subaccounts (if applicable) that the Depositor may have now or in the future, at the Financial Institution.

**“Account Agreement”** means the agreement for the operation of the Account.

**“ATM”** means an Automated Teller Machine.

**“CPA”** means the Canadian Payments Association.

**“Debit Card”** means a card issued by the Financial Institution that allows the holder of the card to deposit cash and/or Instruments or withdraw cash from the Account through an ATM, authorize Transactions on the Account through an ATM, and that operates like an Instrument to purchase goods and services from merchants.

**“Depositor”** means the customer or member of the Financial Institution who holds the Account with the Financial Institution authorized by the Financial Institution for Direct Services.

**“Direct Services”** means the services offered by the Financial Institution from time to time that let the Depositor access the Account using an Access Terminal. However, Direct Services do not include card services such as Debit Cards or Smart Cards provided by a Third Party.

**“Direct Services Agreement”** means the agreement for the use of Direct Services.

**“Eligible Financial Institution”** means either a member of the CPA or a Canadian financial institution deemed to be a Member for purposes of the CPA Rules.

**“Financial Institution”** means the financial institution set out in the Account Agreement.

**“Funds Transfer PAD”** means, where the Payor and the Payee are the same individual, a PAD drawn on the account of a Payor for the purpose of transferring funds from his or her account at one Eligible Financial Institution to his or her account at another Eligible Financial Institution, including, but not limited to, registered savings plans, mutual funds, segregated funds, annuities, deposit accounts, cash accounts, and investment accounts.

**“Instrument”** means a cheque, promissory note, bill of exchange, order for payment, securities, cash, coupon, note, clearing item, credit card slip for processing, other negotiable instrument, or item of deposit or withdrawal of a similar nature and its electronic equivalent, including electronic debit instructions.

**“PAC”** means the personal access code or word used with Direct Services to access an Account.

**“PAD”** means a Preauthorized Debit.

**“Payor”** means the party whose External Account is debited with the amount of the PAD.

**“Payee”** means the party whose Account is credited with the amount of the PAD.

**“Preauthorized Debit”** means a Transaction debiting an account that is processed electronically by a financial institution in accordance with the Depositor’s written request.

**“Rules”** means the published rules and standards of the Canadian Payments Association as amended from time to time.

**“Smart Card”** means a Debit Card that has an embedded integrated circuit that can process data and protect the cardholder from fraudulent use.

**“Third Party”** means any person, firm, corporation, association, organization, or entity other than the Financial Institution or Central 1 Credit Union (“Central 1”).

**“Transaction”** means any transaction processed to or from the Account.

2. By signing the Authorization on page 1, the Depositor authorizes the Financial Institution to transfer funds from the Account to the External Account identified by the Depositor at the times and for the amounts specified by the Depositor. The Depositor acknowledges that the Financial Institution may limit the amount of these transfers.

3. By signing the Authorization on page 1, the Depositor authorizes the Financial Institution to transfer funds from the External Account identified by the Depositor to the Account at the times and for the amounts specified by the Depositor. The Depositor acknowledges and agrees that: a) this authorization is provided for the Financial Institution’s benefit and for the benefit of the other financial institution where the External Account is held, and that it is provided in consideration of the other financial institution agreeing to process PADs against the External Account; b) the PADs processed against the External Account will be Funds Transfer PADs; c) the PADs will be triggered after the Depositor accesses Direct Services and requests a transfer from the External Account; d) the PADs may be issued for a fixed amount or a variable amount as determined by the Depositor; e) the act of logging on to Direct Services, using the PAC, and initiating the transfer constitutes the Depositor’s authorization for the transfer. This includes authorization for amount changes; f) the Financial Institution may limit the amount of these transfers; g) recourse will not be provided through the clearing system pursuant to the Rules (that is, the Depositor will not receive automatic reimbursement in the event of a dispute). The Depositor must seek reimbursement from the Payee (the Account) in the event that a transfer is erroneously charged to the External Account; h) delivery of this agreement to the Financial Institution constitutes delivery to the other financial institution; and i) the other financial institution is not required to verify that a PAD has been issued in accordance with this authorization, including the amount and purpose of the transfer, prior to processing the transfer.

4. The Depositor agrees to immediately notify the Financial Institution, in writing, of any changes to the account information of the External Account.

5. The Depositor agrees to provide the Financial Institution with the financial institution number, branch address or number, and the account number of the External Account that he or she wishes to link to the Account. The Financial Institution reserves the right to verify the External Account.

6. The Depositor acknowledges and agrees that the Financial Institution, at its discretion, may limit the type of transfer that can be made between the Account and the External Account, specifically whether transfers will be in the form of credits to the External Account, debits from the External Account, or both credits to and debits from the External Account.

7. This agreement is continuing but may be cancelled at any time upon notice being provided by the Depositor, either in writing or orally, with proper authorization to verify the Depositor’s identity within the timeframe specified by the Financial Institution that shall not exceed 30 days. The Depositor acknowledges that he or she can obtain a sample cancellation form or further information on the right to cancel this agreement from the Financial Institution or by visiting [www.cdnpay.ca](http://www.cdnpay.ca).

8. The terms and conditions of the Account Agreement and the Direct Services Agreement between the Depositor and the Financial Institution will apply to the transfers contemplated by this agreement.

9. The Depositor agrees that for the proper application of the Rules, the Financial Institution may disclose information contained in this agreement to the other financial institution.

10. It is the express wish of the parties that this agreement and any related documents be drawn up and if execution is required, to be executed in English. Les parties conviennent que la présente convention et tous les documents s’y rattachant soient rédigés et signés en anglais.

Revised May 4, 2015