



Nova Scotia Barristers' Society

Cogswell Tower
800-2000 Barrington Street
Halifax, NS B3J 3K1
Tel: (902) 422-1491 Fax: (902) 429-4869
www.nsbs.org

Pre-Authorized Payment Form

I (we) authorize the Nova Scotia Barristers' Society to process a debit from Account Number **(Please attach void cheque):**

[Bank No.]	[Transit No.]	[Account No.]

I (we) authorize the Society to collect my annual fees by Pre-Authorized Debit until further notice. I (we) understand I (we) will receive an annual notification of any changes in the fees to be debited no later than **June 1**, prior to each membership year (July 1 - June 30).

I (we) acknowledge that I (we) have read and understood all the provisions contained in the terms and conditions of the pre-authorized payment program.

To be signed by at least two signing officers on the account (where applicable):

(Signature)	(Print Name)	(Date)
(Signature)	(Print Name)	(Date)

PAP TERMS AND CONDITIONS

I (we) will notify the NSBS in writing of any changes in the account information, amount to be debited, or termination of this authorization **two weeks prior to the next due date of the pre-authorized debit.**

I (we) acknowledge that should a pre-authorized payment not be honoured for any reason, including insufficient funds in the lawyer's account, the lawyer will be suspended at the end of his/her paid through date.

Items charged under any of the following conditions will be reimbursed subject to written notification by me (us) to the branch of account within 30 days.

- (a) I (we) never provided authorization to the NSBS.
- (b) The pre-authorized debit was not drawn in accordance with my (our) authorization.
- (c) My (our) authorization was revoked.
- (d) The debit was posted to the wrong account due to invalid/incorrect information supplied by the NSBS.

The invoice reflects your membership category with the Society. To change your category, please refer to the section below.

Change of Category:

Members wishing to change their membership category must complete an Application to Change Category form. These applications are processed internally, and may be referred to the Credentials Committee or Council in accordance with the regulations. These forms can be found at: **nsbs.org/forms**.

Please refer to the regulations at nsbs.org/regulations-under-lpa for further information on change of category.

- To Practising.....Regulation 5.3 or 5.6
- To Retired.....Regulation 5.5
- To Life Member.....Regulation 5.5
- To Non-Practising.....Regulation 5.5
- To Resign.....Regulation 5.8

Insurance Exemption:

You will be exempt from payment of the insurance assessment if you file with the Executive Director satisfactory proof you have professional liability coverage in another province. [Regulation 4.1.8]