

Task Title: Preauthorized Payment Form

# OALCF Cover Sheet – Practitioner Copy

**Learner Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Started: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| **Goal Path:** | Employment | Apprenticeship |
| Secondary School | Post Secondary | Independence |

**Successful Completion:**  Yes No

**Task Description:** The learner will review a preauthorized payment form for utilities payments and determine where information should be entered.

**Main Competency/Task Group/Level Indicator:**

* Find and Use Information/Interpret documents/A2.2

**Materials Required:**

* Pen/pencil and paper and/or digital device

# Learner Information

Many bills may require people to fill out a pre-authorized payment form. Money can be then transferred directly from someone’s chequing or savings account on a regular (e.g. monthly) basis.

Scan the “Pre-Authorized Debit (PAD) Plan Agreement” for Utilities Kingston.



# Work Sheet

**Task 1: List three ways you can send your pre-authorized debit plan agreement to Utilities Kingston.**

Answer:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Task 2: How often are payments debited from a client’s account?**

Answer:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Task 3: List five things you need to fill out in this Pre-Authorized Debit Plan Agreement form.**

Answer:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Task 4: If you want to sign up for eBilling, which two things do you need to provide on the** [**http://my.utilitieskingston.com**](http://my.utilitieskingston.com) **signup page?**

Answer:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Answers

**Task 1: List three ways you can send your pre-authorized debit plan agreement to Utilities Kingston.**

Answer:

By mail: Utilities Kingston, Attention: Customer Service Department, PO Box 790, Kingston, Ontario K7L 4X7

By fax: 613-546-7816

By email: info@utilitieskingston.com

**Task 2: How often are payments debited from a client’s account?**

Answer: Monthly.

**Task 3: List five things you need to fill out in this Pre-Authorized Debit Plan Agreement form.**

Answer: Any five of:

* Name
* Email address
* Utilities Kingston Account Number
* Type of Service (personal or business)
* Address
* Phone number
* Signature/date/printed name

**Task 4: If you want to sign up for eBilling, which two things do you need to provide on the** [**http://my.utilitieskingston.com**](http://my.utilitieskingston.com) **signup page?**

Answer: You need your account number and the amount of the most recent payment you made.

# Performance Descriptors

| Levels | Performance Descriptors | Needs Work | Completes task with support from practitioner | Completes task independently |
| --- | --- | --- | --- | --- |
| A2.2 | Performs limited searches using one or two search criteria |  |  |  |
|  | Extracts information from tables and forms |  |  |  |
|  | Uses layout to locate information |  |  |  |
|  | Makes connections between parts of documents |  |  |  |
|  | Makes low-level inferences |  |  |  |

This task: Was successfully completed Needs to be tried again

Learner Comments:

Instructor (print): Learner (print):

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**