



## How to Pay Your Bill

Effective September 2015

1. **Pay in Cash:** by visiting a Links2Care office.  
*Home Support Workers will not accept cash payments.*
2. **Pay by Cheque:** Make cheques payable to “Links2Care”
  - a. Mail to Links2Care at 2030 Bristol Circle, Suite 202, Oakville, ON L6H 0H2
  - b. Give to any employee including your Home Support Worker (or PSW if you are paying for an extra bath)
3. **Pay at your Bank:** If you are a client of **Bank of Montreal** or **Desjardins** you may pay through:
  - a. Telephone Banking
  - b. Bank Machine Banking
  - c. A bank teller
  - d. On-Line Payment from your bank (“Internet Banking”)  
*When you “Add a New Payee”, type “Links” and wait for the system to provide choices, then select “Links2Care”.*
4. **TelPay:** Pay from your bank account using the TelPay service (“Internet Banking”)
  - a. Register at **www.telpay.ca**
  - b. This service withdraws from your bank account and sends the payment to Links2Care. Your bank can be any financial institution.
5. **Pre-Authorized Debit (PAD):** Authorize Links2Care to withdraw from your bank account
  - a. Send a completed “Payor’s PAD Agreement” with a void cheque to Links2Care.  
By mail: 2030 Bristol Circle, Suite 202, Oakville, ON L6H 0H2  
By fax: 905-844-5656  
Or scan and email: [jroy@links2care.ca](mailto:jroy@links2care.ca)
  - b. You will still get your statement at the beginning of the month—but don’t pay it. You will have at least 10 days to review your statement.
  - c. Call us to report any errors and we will make adjustments before charging your account.
  - d. If we don’t hear from you, your bank will be charged on the **20<sup>th</sup> day of the month**, or possibly 1 or 2 days later.
  - e. Your payment will be shown on your next month’s statement.

For more information please call 905-844-0252 or 1-866-844-0252 or email [info@links2care.ca](mailto:info@links2care.ca)