

How to pay my NAV CANADA invoice: pre-authorized credit card plan

You can set up regular pre-authorized payments from the card of your choice. With our pre-authorized credit card program, your bill will be paid automatically – on time, every time.

How it works:

- You will continue to receive your monthly invoice and we will automatically charge the total amount of your monthly invoice to the credit card you have provided within the current month of the invoice date.

Changes and Cancellations:

You can make changes to your pre-authorized credit card plan by emailing accountsreceivable@navcanada.ca. You or NAV CANADA can cancel your pre-authorized payment agreement at any time, with proper notification.

- Upon termination, any balance owing must be paid directly to NAV CANADA.
- Cancelling your pre-authorized payments does not cancel your NAV CANADA services and you are responsible for any past, present or future amounts owing.
- It is your responsibility to ensure that the credit card information you provide us is up to date and accurate. If your credit card expires while you are subscribed to the pre-authorized credit card plan, you must notify us right away to keep your account in good standing.

Accepted Credit Cards: (Note: prepaid and debit versions are not accepted)

- Visa, Master Card or American Express

How to setup a Pre-Authorized Credit Card Plan:

- Complete all the fields below and fax completed form to 613-563-7820

Account Number: _____
Enter the 6 character account number from your invoice i.e. N123456

Account Name: _____
Enter the account name exactly as it appears on your invoice

Contact Name: _____
Enter the contact name of the person authorized to make payments with this credit card

Contact Phone: _____
Enter the contact phone of the person authorized to make payments with this credit card

Contact email: _____
Enter the contact email of the person authorized to make payments with this credit card

Email Receipts: Please email me a receipt each time you charge this credit card

Cardholders Name: _____
Enter the name exactly as it appears on the credit card

Card Type:   

Card Number: _____ - _____ - _____ - _____

Card Expiration: _____ / _____
mm yyyy

I agree to the following Terms & Conditions:

You must ensure that the billing and payment information (including name, email, mailing address, residency address, telephone number, credit card) you provide to NAV CANADA is always current and is not false or misleading. If you provide a credit card, or other preauthorized payment method to NAVCANADA to make your monthly payments, you authorize NAV CANADA to charge your credit card for all outstanding amounts and all Charges due under this Agreement. You agree to notify NAV CANADA of any changes to your billing information and payment information. You shall be liable for your failure to pay any Charges billed to you by NAV CANADA caused by your failure to provide NAV CANADA with up to date billing information and payment information. When payment in full is not received by the 30th day following the due date, NAV CANADA shall charge interest on the amount outstanding and such interest shall be calculated commencing on the first day after the due date and continuing until all outstanding amounts are paid in full. Interest charged is simple interest calculated daily. Interest shall be calculated at an annual rate of 18 per cent (or 1.5 % monthly). Interest and administrative charges are required to be paid immediately upon receipt of invoice or statement for same. All administrative fees charged to you are part of the Charges you owe to NAV CANADA under this Agreement.