

CANADIAN PAYMENTS ASSOCIATION
ASSOCIATION CANADIENNE DES PAIEMENTS

RULE H2
CLAIM DRAFTS
or
REIMBURSEMENT DRAFTS

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Rule H2 - Claim Drafts or Reimbursement Drafts

Implementation and Revisions

Implemented

February 1983

Amendments Pre-November 2003

May 1985, May 10, 1989, March 23, 1995, December 1, 1997.

Amendments Post-November 2003

1. Amendments to reflect consistency with the new CPA Payment Items and ACSS By-law, approved by the Board November 27, 2003, effective January 27, 2004.
2. Amendments to sections 1, 2, 4, 6 and Appendix I; and addition of sections 5 and 7. Approved by the Board October 11, 2007, effective December 10, 2007.
3. Amendment to delete Section 7 and paragraph 5 of Appendix I to reflect consistency with removal of "conditional statements" section in Rule A1, approved by the Board November 27, 2008, effective January 26, 2009.



Claim Drafts or Reimbursement Drafts

Introduction

1. This Rule outlines the procedures applicable to the Exchange of Claim Drafts or Reimbursement Drafts, including Store Coupons and Gift Certificates.

Agreement

2. CPA Members shall be required to complete an agreement, substantially in the form of Appendix I, with any person wishing to take advantage of the Claim Draft or Reimbursement Draft type of payment, including Store Coupons and Gift Certificates.

Purposes

3. Claim Drafts or Reimbursement Drafts are used in part for the purposes outlined below:
 - (a) for settling insurance claims promptly with policy holders;
 - (b) for reimbursing the value of unused public carrier tickets;
 - (c) for reimbursing travel expenses; and
 - (d) for marketing incentive payments by agents of the Drawee.
4. Claim Drafts or Reimbursement Drafts shall conform to CPA Standard 006 - "Standards and Specifications for MICR-Encoded Documents."¹

Transaction Code

5.
 - (a) Each Member shall have an automated means of uniquely identifying Store Coupons and Gift Certificates.
 - (b) For the purpose of subsection (a), transaction code 81 shall be MICR encoded on the face of the item where a Member does not have any other means of uniquely identifying the Store Coupon or Gift Certificate.

Returned Items

6. The return of a Claim Draft or Reimbursement Draft, including Store Coupons and Gift Certificates, shall be initiated no later than the Business Day following receipt by:
 - (a) the organizational unit of the Member at which such Item is payable through; or
 - (b) the designated unit of the Member at which delivery to the Drawee or pick-up by the Drawee of the Item is made,whichever occurs first.

¹ The requirements in section 4 and 5 of this Rule are subject to a transition period. Members are encouraged to comply with the requirements as soon as possible and, in any event, no later than September 2, 2008.



Claim Drafts or Reimbursement Drafts
Form of Agreement

To: The (Member of the CPA),

Dear Sirs:

In consideration of your undertaking to Exchange Claim Drafts or Reimbursement Drafts (including Store Coupons and Gift Certificates, if applicable) purporting to be drawn on us, we agree that the provisions that shall apply to such Items and the manner in which they shall be dealt with are as follows:

1. Items shall conform to CPA Standard 006 - "Standards and Specifications for MICR-Encoded Documents." There shall be no fold-over portion or attachment of any kind to the Items.
2. We shall have all Items MICR encoded as to:
 - (a) institution number;
 - (b) transaction code, if applicable; and,
 - (c) if requested by you, as to account number.
3. Each Business Day our representative shall take delivery at your office of Items Exchanged with you.
4. Items which we will not pay shall be returned by us to your office on the Business Day next following their delivery to our representative.

This agreement may be terminated by us or by you by ninety days written notice to the other without, however, affecting its operation in respect of Items Exchanged with you before the effective date of the termination.

