



## Vendor Request Form for Electronic Funds Transfer (EFT)

### *Direct Deposit Information Form*

The Town of Erin is offering direct deposits for payments the Town makes to your company. Please note that this service applies to Canadian vendors only.

This convenient payment option will:

1. Ensure your payment dollars reach you in a timely manner;
2. Save you time and energy – having staff pick up/process a cheque;
3. Eliminate having to wait for the cheque to arrive by mail.

If you would like to receive payments via direct deposit, please complete and email this form, along with **a copy of a void cheque and/or a bank stamped letter from your financial institution confirming the banking details provided below** to [ap@erin.ca](mailto:ap@erin.ca). Ensure that the supplier name matches the name on your invoices.

**COMPANY: Name:** \_\_\_\_\_

Business name on void cheque **must** match Company name; please provide support to link names if they do not match.

**Address:** \_\_\_\_\_

**GST/HST#:** \_\_\_\_\_

**FINANCIAL INSTITUTION:**

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

**Address:** \_\_\_\_\_

**Institution #:** \_\_\_\_\_

**Transit #:** \_\_\_\_\_

**Account#:** \_\_\_\_\_

**NAME OF AUTHORIZED COMPANY REPRESENTATIVE AND TITLE:**

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

**Signature:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Note:** Your payment/remittance advice will be sent to the above email address. Please return **ONLY** by EMAIL to [ap@erin.ca](mailto:ap@erin.ca) from your company/corporate email address. All banking information will be retained in the Finance Department and used for payment and payment notification purposes only.