

**ELECTRONIC FUNDS TRANSFER
APPLICATION FOR VENDORS**

Emily Carr University is pleased to provide Direct Deposit for all vendor related payments. Instead of mailing a cheque for payment of your invoices, we will electronically transfer the payment to your bank account and notify you via email that the bank deposit is being made. This will benefit your cash flow by getting funds into your bank account faster and avoid problems with lost and stolen cheques and postal disruptions.

Please complete and sign this form, indicating your preference regarding payment via Direct Deposit (Electronic Funds Transfer)

<input type="checkbox"/> Yes, we want to receive our payments via EFT	<input type="checkbox"/> Revision to Current Authorization (e.g. account or bank changes)	
The following is our vendor information:		
Company Name:		
Street Address:		
City:	Province:	Postal Code:
Telephone Number:	Fax Number:	

Direct Deposit Information

Your payment will be deposited directly into your **BANK ACCOUNT**. You MUST provide either: Copy of a **VOID CHEQUE** or **BANK ACCOUNT VERIFICATION LETTER** from your Bank clearly stating your Bank ID, Transit ID Code and Account information.

Institution Code 3 digit number (XXX)	Bank Transit (5 digit number (XXXXX))	Account Number (up to 12 digits)
Bank Name:		
Bank Address:		
City:	Province:	Postal Code:
Telephone Number:	Fax Number:	
<input type="checkbox"/> Attach a Void Cheque or a Bank Account Verification Letter from your Bank		

Email Address

When payment has been deposited in our account please notify us at the following:

Email:

Authorization

I hereby authorize Emily Carr University to initiate deposits and/or corrections to the financial institution as indicated above. This authorization will remain in effect until I revoke it in writing.

Authorized Signature:	Name:	Date:
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Upon completion please fax this form to: 604 630 4539,
email it to ap@ecuad.ca, or mail it to:
Emily Carr University
Attn: Accounts Payable
1399 Johnston St
Vancouver BC V6H 3R9
Contact: Kathleen Johnson Phone: 604 844 3834

Emily Carr Use Only	
Vendor Number:	Date Completed: