

**ELECTRONIC FUNDS TRANSFER  
APPLICATION FOR STAFF AND STUDENTS**

Emily Carr University is pleased to provide Direct Deposit for all staff and student related reimbursements. Instead of mailing a cheque for payment of your expenses, 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, I want to receive our payments via EFT	<input type="checkbox"/> Revision to Current Authorization (e.g. account or bank changes)	
The following is my personal information:		
Name:		Staff/Student Number:
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:

**Attach a Void Cheque or a Bank Account Verification Letter from your Bank**

**Email Address**

When payment has been deposited in my account please notify me 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](mailto:ap@ecuad.ca), or mail it to:  
Emily Carr University  
Attn: Accounts Payable  
1399 Johnston St  
Vancouver BC V6H 3R9  
Contact: Elisa Chan Phone: 604 844 3094

Emily Carr Use Only	
Vendor Number:	Date Completed: