

VENDOR OR NON-EMPLOYEE REQUEST FOR DIRECT DEPOSIT ELECTRONIC FUNDS TRANSFER

Emily Carr University is pleased to provide Direct Deposit. 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 Electronic Funds Transfer (Direct Deposit)			
☐ New Application	☐ Change Direct Deposit Banking Information	☐ EFT Termination Request	
The following is our vendor information:			
Vendor Name:			
Unit:	Address:		
City:	Province:	Postal Code:	
Telephone Number:		Cell Phone Number:	

Notification Email Address
Email address for remittance advice:
Email:

Direct Deposit Information
Your payment will be deposited directly into your BANK ACCOUNT . You MUST provide either: A VOID CHEQUE or download a DIRECT DEPOSIT and PRE-AUTHORIZED DEBIT (PAD) FORM FROM YOUR BANK that clearly shows your Bank ID (Institution Code), Transit ID Code and Account information.
REQUIRED Attach Void Cheque, or Enclose PAD Form from Bank

Authorization		
I hereby authorize Emily Carr University to initiate deposits, corrections or terminations to the financial institution as indicated above or attached.		
Authorized Signature:	Name:	Date:

Upon completion, please send form to:

Email: ap@ecuad.ca

or mail to: Emily Carr University

Attn: Accounts Payable

520 1 Ave E

Vancouver BC V5T 0H2

Contact: Kathleen Johnson

Phone: 604 844 3834

University Use Only	
Vendor Number	Date Completed