



For Internal Use Only

Vendor # _____

Client Code # _____

Notes: _____

FORM: REV MAR21

VENDOR/EFT FORM

ENROLLMENT

MODIFICATION

SECTION 1 – VENDOR INFORMATION

Vendor Payee Name <i>(to be as per payee)</i> :	
Address:	
City & Province:	Postal Code:
Contact Person:	Title:
Contact Phone Number:	Email Address:
HST Registration Number:	

SECTION 2 – FINANCIAL INSTITUTION INFORMATION

Bank Name:			<i>Copy of a VOID cheque must accompany this form</i>
Address:			
City:	Province:	Postal Code:	
Bank Transit Number <i>(5 digits)</i> :			
Bank <i>(3 digits)</i> :		Bank Account Number:	

SECTION 3 – VENDOR SIGNATURE AND AUTHORIZATION ACKNOWLEDGEMENT

All invoices - Sent to accountspayable@pelham.ca
 - Billed to **TOWN OF PELHAM**
 - **Must** indicate a valid purchase order number.

By signing below, I acknowledge that I have read, understand and agree to adhere to the provisions contained. I hereby authorize the Town of Pelham to deposit via EFT to the account indicated above for the purpose of paying vendor invoices. I will notify the Town immediately if there is any change to banking or above information details.

 Vendor Signature *(Must be same contact person from Section 1)*

_____/_____/_____
 Date – MM/DD/YYYY

VENDOR DIRECT DEPOSIT PROGRAM

- Payments are received faster. EFT payments are deposited **directly into your bank account. You don't have to wait for the cheque to arrive** by mail or for the cheque to clear after it has been deposited.
- All Invoices must reflect a valid purchase order number.
- All invoices to be billed to **TOWN OF PELHAM** and sent electronically to **accountspayable@pelham.ca** in PDF format; information received in any other format will not be returned or processed for payment.

Please complete the attached form and return it with a copy of a void cheque by email to staff requisitioner.

Should any banking or contact information details change, it is important that you contact us immediately to ensure an update to our records and no delays in the payment processing. Should we have any transmission problems with your payment, we will contact you.

All information for Direct Deposit is held confidential and is only used for deposit purposes.

Should you have any questions; please contact accountspayable@pelham.ca