



Electronic Funds Transfer (EFT) Application Form

The purpose of this application form is to provide authorization to the City of Vernon Accounts Payable to process EFT's for employees.

VENDOR PAYEE INFORMATION: *Please print legibly.*

Name: _____
Address: _____
City: _____ Province: _____ Postal Code: _____
Telephone: _____ Alternate Telephone: _____
Email address: _____ (Required for payment notification)

BANKING INFORMATION: **MUST ATTACH A VOID CHEQUE TO DIRECT DEPOSIT APPLICATION FORM**

Name Financial Institution: _____
Branch Address: _____ City: _____ Postal Code: _____
Account Name: _____
Institution #: _____ Branch #: _____ Account #: _____
(3 Digits) (5 Digits)

IMPORTANT INFORMATION:

Initial Here I have read and understand the purpose of this form and hereby authorize the City of Vernon to process EFT payments to the bank account indicated above.

Initial Here I understand it is my responsibility (as a representative of the stated vendor) to notify Accounts Payable, Financial Services, of any changes to the bank account information by submitting a new signed and dated application with a new void cheque.

Initial Here This plan can be cancelled at any time by providing two weeks written notice to the Accounts Payable, Financial Services, City of Vernon, 3400 30 Street, Vernon, BC, V1T 5E6 or via email at covap@vernon.ca

Authorized Signature: _____ Date: _____

Printed Name: _____ Position: _____

"The information contained on this form is collected under the *Freedom of Information and Protection of Privacy Act* and will be used only for the purpose stated above."

FOR OFFICE USE ONLY			
SUPPLIER CODE		AP1010 PAYMENT TYPE "T"	
AP1020 SUPPLIER ACCT RECODE "E"		AP1010 BANK CODE	
AP1010 CLIENT BOX EMAIL UPDATED		AP1010 BRANCH CODE	
AP1010 BANK ACCOUNT CODE "E"		AP1010 ACCOUNT NUMBER	

Electronic Funds Transfer (EFT) Payments

It's fast, free and convenient

- ✓ Just complete the form on the reverse side
- ✓ Attach a VOID cheque to the application
- ✓ Drop off or mail to:
City of Vernon
Attn: Accounts Payable
3400 30 Street, Vernon, BC V1T 5E6

Benefits to you!

- ✓ Invoices paid directly to your bank account
- ✓ Fast and convenient
- ✓ No administrative charges to join
- ✓ Eliminate mail wait times

QUESTIONS AND ANSWERS

What is the EFT Plan for?

This voluntary program authorizes the City of Vernon to directly pay your invoices via an EFT into your bank account. Due to City policy, each EFT payment must be below One Million Dollars.

How do I sign up?

1. COMPLETE the EFT Form on the reverse side.
2. SIGN, DATE and INITIAL the Form where indicated.
3. ATTACH a VOID cheque to the EFT Form (Required).
4. MAIL or DROP OFF in person to the City of Vernon at 3400 30 Street, Vernon, BC V1T 5E6.

How will I know when my invoice has been paid?

You will receive an email advice listing the invoices being paid and the date of the EFT from our bank account. It is your responsibility to insure that the email address provided and banking information is kept up to date.

Can I cancel?

Yes, you can cancel at anytime by providing two (2) weeks written notice to the Accounts Payable, Financial Services.

What happens if my banking information changes?

You must submit a new signed and dated application form with a new void cheque.

What happens if I forget to contact the City to change my banking information?

If your direct deposit is rejected, your payment will be delayed and your EFT plan cancelled.

What happens if I forget to contact the City to change my email address?

The City recommends the vendor provide a generic email address if possible. If an email notification is rejected and we cannot contact the vendor, the direct deposit plan will be cancelled.

If you have any questions, please contact the City of Vernon, Accounts Payable Department at 250-545-1361
City Hall office hours are Monday to Friday, 8:30am to 4:30pm; closed on stats and holidays.

The City of Vernon maintains the authorization to terminate this contract at any time.