

ELECTRONIC FUNDS TRANSFER AUTHORIZATION/ENROLLMENT

COMPANY INFORMATION						
Name/Legal Entity Name:						
Trade Operating Name:						
(if different than legal name)						
Mailing Address:		Ci	City:		Province:	Postal code:
GST Registration Number:						•
(Business)						
CONTACT INFORMATION						
Remittance Email Address:						
Contact Name & Position/Title:						
Telephone Number:				Fax Number (optional):		
FINANCIAL INSTITUTION INFORMATION						
Bank Name:						
Bank Address:						
City:				Postal Code:		
Institution Number:	Transit Number:		Account Number:			
(3 digits)	(5 digits)		(Max 12 digits)			
AUTHORIZED SIGNATURE						
Print Name:				Date:		
Signature:						

Please review the following information to ensure an accurate transition to EFT payments:

- EFT payments can only be made in Canadian dollars to an account held at a Canadian bank.
- This form must be completed for all Electronic Funds Transfer setup or changes.
- A void cheque or authorized bank letter must be attached to this form.
- An email address must be provided to receive payment notifications. The deposit into the designated account will follow the remittance notice within two business days.
- Where possible, please forward any changes or cancellations in writing 30 days in advance of the change.
- The information collected on this form will be used exclusively for remittance purposes.
- This form will be returned if any information is missing or illegible.
- A vendor maintenance team member will contact you shortly to verbally confirm information provided on this form.

Please return completed form <u>and</u> void cheque or authorized bank letter to:

vendormaintenance@wcap.ca