



Town of Bishop's Falls Vendor Electronic Funds Transfer (EFT) Registration Form

The Town of Bishop's Falls is pleased to provide electronic funds transfer for all vendor related payments to **Canadian Financial Institutions**. 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. The email will contain an attachment providing the same detail that is currently on the cheque stub. This will benefit your cash flow by getting funds into your bank account faster and avoid problems with lost or stolen cheques and postal distributions. ***Please note that effective July 1, 2020, the Town of Bishop's Falls will only issue EFTs to vendors.***

Part A: Vendor Information

Name	
Phone Number(s)	
Payment Address	
Fax Number	

Part B: Vendor Banking Information

Bank ID	
Transit ID	
Account Code	
Bank Name	
Bank Address	

Please attached a Void Cheque or a Bank Account Veritication letter!

Part C: Vendor Email Information

When the electronic funds transfer is created, an email will be generated to provide details of the payment. Please indicate in the space below the email address you would like the electronic funds transfer sent to.

Email address	
Contact Name	

Part D: Signature

I hereby authorize the Town of Bishop's Falls 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	
Printed Name/Title	
Date	

*Upon completion, please send this form, and your void cheque/bank account verification letter, to
vperry@bishopsfalls.ca.*