

The Strait Regional Centre for Education is pleased to provide electronic funds transfer for all vendor related payments. 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 and stolen cheques and postal disruptions.

Vendor Information

Please complete and sign this form to initiate payment by Electronic Funds Transfer.

Company Name

Payment Address

City Province Postal Code

Telephone Number (with area code)

Direct Deposit Information

You **MUST** provide either a copy of a **void cheque** or **bank account verification** from your bank clearly stating your Bank ID, Transit ID Code and Account Information.

Bank ID – 3 digit number Transit ID – 5 digit number Account Code (up to 12 digits)

Bank Name

Bank Address

City Province Postal Code

Remember to attach a Void Cheque or a Bank Account Verification letter

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 EFT advice sent to.

Email

I hereby authorize the Strait Regional Centre for Education 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 _____ Date

Printed Name Title

Upon completion please fax this form to (902) 625-2281
Email it to accounts.payable@srce.ca or mail it to:

Strait Regional Centre for Education
304 Pitt Street, Unit 2
Port Hawkesbury, Nova Scotia
B9A 2T9

<small>For internal use only</small>
Processed by <input type="text"/>
Process date <input type="text"/>

Incomplete forms will not be processed