

Date

Company name
Company address

Humber College Institute of Technology and Advanced Learning is implementing an electronic funds transfer (EFT) to vendors. With EFT, Vendors will no longer receive a cheque for payment. Instead, funds will be electronically transferred (i.e. directly deposited) to the Vendor's bank account. A detailed remittance advice will be sent by email.

The following stipulations will apply:

1. The bank account must be a Canadian bank.
2. Only invoices in Canadian dollars to a Canadian address will be eligible for direct deposit.
3. The vendor must provide a valid fax number and email address for notification of direct deposit.
4. A void cheque (or clear copy of a void cheque) must be supplied to avoid errors in banking information.

PLEASE SUBMIT THE FOLLOWING INFORMATION ON YOUR LETTERHEAD ACCOMPANIED BY A VOID CHEQUE AND MAIL TO:

Humber
Attn: Henny Wiley, Manager Accounts Payable
205 Humber College Blvd
Toronto, ON
M9W 5L7

FAX OR EMAIL SUBMISSIONS WILL NOT BE ACCEPTED

Company Name: _____

Bank Name: _____

Bank Address: _____

Institution Number: _____ Transit Number: _____

Account Number: _____ Fax Number: _____

To which account is the EFT being deposited. Please select one: Chequing Savings

Email address for remittance advice: _____@_____

Name: _____ (Please print) Position: _____

Authorized Signature: _____ Date: _____

All banking information will be regarded as confidential and will be used strictly for implementation of this program.