

ELECTRONIC FUNDS TRANSFER APPLICATION FOR VENDORS

Lloydminster Catholic School Division is pleased to provide Direct Deposit for all vendor related payments. By filling out this application and providing the required documents, we will electronically transfer the payment to your bank account and notify you via e-mail of the bank deposit that has/is being made. Electronic Funds Transfer provides you quick, no hassle deposits right to your bank account.

**Please complete and sign this form, indicating your preference regarding payment via Direct Deposit
(Electronic Funds Transfer)**

No, please continue to issue cheques Yes, we want to receive our payments via EFT. The following is our banking information.

Company Name _____

Street Address _____

City: _____ **Province:** _____ **Postal Code:** _____

Telephone Number (With area code) _____ **Fax:** _____

Direct Deposit Information

Your deposit will be deposited directly into your **BANK ACCOUNT**.
You **MUST** provide either: 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 (xxx) **BANK ID – Transit 5 DIGIT NUMBER (XXXXX)** **Account Code (up to 12 digits)**

Bank Name: _____ **Bank Address:** _____

City: _____ **Province:** _____ **Postal Code:** _____

Did you attach a VOID Cheque or a Bank Account Verification letter?

When payment has been deposited in our account please notify us at the following:

E-mail: _____ **or by Mail:** _____

I hereby authorize Lloydminster Catholic School Division 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: _____ **Name:** _____

Date: _____

Upon completion please fax this form and attachments to 780.808.8787 or e-mail to accountspayable@lcsd.ca:

Lloydminster Catholic School Division
6611B – 39 Street
Lloydminster, AB T9V 2Z4
Phone: 780-808-8585

