

DIRECT DEPOSIT INFORMATION FORM FOR TRADE VENDORS

TO: Dalhousie University, Financial Services
ATTN: Accounts Payable

Email: finpay@dal.ca

FROM:	Company Name	A/R Phone	<input type="text"/>
	<input type="text"/>	A/R Email	<input type="text"/>
	Remit to Address	Order Desk Phone	<input type="text"/>
	<input type="text"/>	Order Desk Email	<input type="text"/>

Please pay invoices for the above-noted company via direct deposit to the following bank account:

AFFIX COPY OF VOID CHEQUE HERE

Note: Please ensure void cheque has company name pre-printed by your bank for our verification.

If cheques are not available, please supply **one** of the following:

- Copy of pre-printed deposit slip showing company's name and account number
- Copy of top portion of bank statement showing company's name and account number
- Copy of letter provided by your bank verifying the company name and account number

I understand that notification of payment will be transmitted via e-mail.

Our e-mail address is:

Required for direct deposit (Files sent in PDF format)

Vendor Representative Signature

Vendor Representative Name

Title

Phone Number

Date

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

INSTRUCTIONS FOR COMPLETION

COMPLETE ALL SECTIONS

General Company Information:

Please ensure your address is correct and up to date. This address should be the company's 'Remit to' address.

Void Cheque required:

Attach a copy of a void cheque in the space provided. Please ensure the void cheque has the company name pre-printed by your bank for our verification.

If a cheque is not available, please supply one of the following:

- Copy of a preprinted deposit slip showing company name and account number
- Copy of the top portion of your bank statement showing company name and account number
- Copy of a letter provided by your bank verifying company name and account number

Note: This form can only be used for payments deposited in Canadian funds to a Canadian bank account.

Email address:

All Direct Deposit Advice Notifications will be sent to the primary email address provided.

Please provide a generic email if possible. This ensures that in the event of staff changes or absences, an appropriate person will continue to receive the Direct Deposit Advice Notification. If you cannot provide a generic email, you must contact us with an updated email should any change occur.

Vendor Representative Signature:

Signatures must be original and will be accepted on a scanned or faxed document. Please note that digital signatures are not accepted.

Forward completed form to Dalhousie University by email:

Email: finpay@dal.ca