

# Electronic Funds Transfer Application for Vendors

The City of St. John's 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 and stolen cheques and postal disruptions.

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 (XXX)  Transit ID - 5 digit number (XXXXX)  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  Contact Name

I hereby authorize the City of St. John's 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 email this form to [accountspayable@stjohns.ca](mailto:accountspayable@stjohns.ca) or mail it to:

City of St. John's  
Accounts Payable  
P.O. Box 908  
St. John's, NL A1C 5M2

For internal use only  
Vendor Id   
Processed by   
Process Date