

## Direct Deposit (EFT) Request Form

Humber College Institute of Technology and Advanced Learning uses Electronic Funds Transfer (EFT) to process payments. With EFT, vendors do not receive cheques for payment. Instead, funds are electronically transferred via direct deposit, to the vendor's bank account. Upon payment, a detailed remittance advice is sent by email.

The following applies to process a request for EFT set-up:

- ✓ The account must be with a Canadian bank
- ✓ Only invoices in Canadian dollars (CAD) to a Canadian address are eligible for EFT
- ✓ Vendors must provide a valid email address for notification of EFT

In addition, one of the following forms must be attached to confirm accurate banking information:

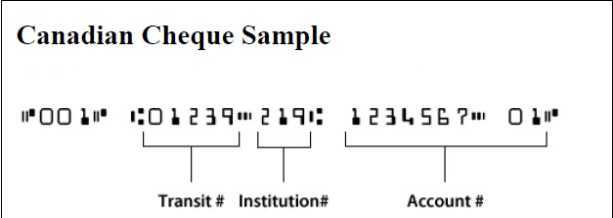
- Vendor invoice with banking information
- Letter/form from vendor banking institution
- Void cheque

PLEASE EMAIL YOUR VENDOR BANKING INFORMATION & COMPLETED EFT REQUEST FORM TO:

[accounts.payable@humber.ca](mailto:accounts.payable@humber.ca)

\*Indicates Mandatory Fields

<b><u>Vendor Information</u></b>	
*Vendor Name:	*Vendor Address:
*Email Address for Remittance Advice:	

<b><u>Banking Information</u></b>		
*Banking Institution Name:		
*Bank Address:	*City:	
*Province:	*Postal Code:	
*Institution #:	*Transit #:	*Account #:
To which type of account is the EFT being deposited? *Please select one (1):		<b>Canadian Cheque Sample</b> 
Chequings	Savings	

*Authorized Name:	*Position:
*Authorized Signature:	*Date:

<b>FOR FINANCE USE ONLY:</b>	
Vendor #:	BI Sequence: