



## The Corporation of the City of Sault Ste. Marie

### New Request for Vendor Payment by Direct Deposit (EFT)

A vendor (corporate or individual) can use this form to have the payment of amounts owing by the City deposited directly into a bank account. A payment advice showing payment details will be sent by email. It is recommended that the email account used for the payment advice be a secured generic account that will not be affected by a change of staff in your organization. To be considered for enrollment, all fields must be properly filled in.

#### Identification (please print)

<b>Name</b>			
<b>Address</b>			
<b>City</b>	<b>Province</b>		<b>Postal Code</b>
<b>Email Address for Remittance Advice</b>			
<b>Contact Name</b>		<b>Contact Phone Number</b>	

#### Banking Information (this section must be completed & supported by a voided cheque or encoded deposit slip)

<b>Bank Name</b>		<b>Bank Address</b>	
<b>Branch Number</b> (5-digit number)	<b>Institution Number</b> (3-digit number)	<b>Account Number</b> (maximum 12-digit number)	

#### Authorization

<b>Name</b>	
<b>Title</b>	<b>Phone Number</b>
<b>Signature</b>	<b>Date</b>
I am an authorized signing officer for the purpose of completing this request. I authorize the City of Sault Ste. Marie to deposit payments to the bank account identified above. I agree that the City will not be liable for any loss occurring after the deposit has been made to the identified bank account. I also agree that any duplicate payment, overpayment, fraudulent payment or a payment made in error will be properly returned to the City. Changes to information will be submitted by filing another form.	

Please submit the completed form with a voided cheque or encoded deposit slip to [accts.payable@cityssm.on.ca](mailto:accts.payable@cityssm.on.ca) or alternatively by mail or fax to 705-759-5964.

A copy of the Electronic EFT form is available on the City of Sault Ste. Marie website:

[saultstemarie.ca/EFT](http://saultstemarie.ca/EFT)