



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)

Legal Name		
Operating As (O/A)		
HST #		
Address		
City	Province	Postal Code
Email Address for Remittance Advice		
Contact Name	Contact Phone Number	

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

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

Authorization

Name	
Title	Phone Number
Signature	Date
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 with supporting documentation.	

Please submit the **completed** form with a voided cheque, encoded deposit slip or bank letter to
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