



Electronic Funds Transfer Application for Vendors

MANDATORY INFORMATION: This form must be accompanied by either a copy of a VOID CHEQUE or BANK ACCOUNT VERIFICATION from your bank clearly stating your Bank ID, Transit ID Code and Account Number.

Vendor Information

Legal Vendor Name

Town Vendor number (for existing vendors)

Operating As (if different from above)

HST/GST Registration number

Address (suite/unit number, floor, street name)

City, Province, Postal Code

Email Address for Payment Notification

EFT Details & Direct Deposit Information

Current Bank Information

Bank ID (3 digit number)

Transit ID (5 digit number)

Account Number (up to 12 digits)

Bank Name

Bank Address

Bank City, Province, Postal Code

Latest invoice paid (invoice number)

Amount of latest invoice paid

Previous Bank Information for Existing Vendors

Bank ID (3 digit number)

Transit ID (5 digit number)

Account Number (up to 12 digits)

Bank Name

Vendor Authorization

The vendor: 1) certifies that all information provided above is correct and complete, and 2) authorizes and directs the Town of Halton Hills to make payments to the Vendor at the financial institution as indicated above.

Full name

Business Title

Signature

Date

Full name

Business Title

Signature

Date

Send Completed Forms

- by email to: AccountsPayable@HaltonHills.ca

- by fax to: 905-873-2347

- by mail to: 1 Halton Hills Drive, Georgetown, Ontario L7G 5G2, Attention: Accounts Payable

Approval by Town of Halton Hills Management (Internal use only)

Processed by (Signature & Date)

Reviewed by (Signature & Date)

Authorized by (Signature & Date)