

# Electronic Fund Transfer (EFT) Request

Complete this form to be paid by direct deposit in a Canadian Bank account  
This payment method can only be used with Canadian Dollars

## SUPPLIER INFORMATION

Supplier ID (if known):

We use the supplier ID and the last 6 digits of your banking information on file to make sure that the update is coming from a legitimate source. You can find your UBC Supplier ID in payment remittance emails or purchase orders.

Account Number (last 6 digits):

Legal Name:

Email Address:

This email address will be used for payment notifications

Canadian Business or GST number(9 digits):

Address Line 1:

Address Line 2:

City:

Province:

Postal Code:

## SUPPLIER BANKING INFORMATION:

Bank Name (Canadian Financial Institution):

Bank Transit Number:

Institution Number:

Account #:

If this form and the required backup documents are not complete supplier setup and payment processes will be delayed. Electronic payment can only be setup up if all requirements are met. If unavailable UBC can pay by cheque.

### Requirement 1 - Completed and sign this EFT form

Complete all fields on this form and the authorization section below. Make sure that the form is signed.

### Requirement 2 - Select one of the two options for acceptable backup documents

Option 1

#### Physical Void Cheque

- Attach a photo/scan of an *unaltered* void cheque from a chequebook or printed on cheque stock
- The cheque must show the account holder's name
- **Electronic cheques do not meet this requirement**

Option 2

#### Document Stamped by your Bank

Have your bank **physically stamp** a document that includes your full banking details.

Examples of documents that can be accepted if stamped:

- Electronic cheques
- Direct deposit info sheets
- Letter from your bank

I/We authorize that my/our payments be forwarded by deposit directly into the above account. I/We have attached a void cheque/bank letter. I have authority to provide the above information on behalf of the corporation/organization/payee.

Name:

Signature: \_\_\_\_\_

Title:

Print and sign or use an electronic signature. A typed name will not be accepted.

Phone #:

Email:

Date: