

## Electronic Fund Transfer (EFT) Request for CANADIAN Suppliers/Contractors/Consultants

All fields must be completed

### VENDOR INFORMATION

Vendor ID (if known):

Address Seq # (if known):

If you are already enrolled for direct deposit and need to change your banking information please confirm the last 4 digits of your account number currently on file and provide your UBC Vendor ID.

Account Number (last 4 digits):

Legal Name:

Email Address:

Email address is required for remittance advice of the payment.

Business Registration #/GST Registration #:

Address Line 1:

Address Line 2:

City:

Province:

Postal Code:

### VENDOR BANKING INFORMATION:

UBC's preferred payment method is EFT. To be set up for EFT payment please choose from one of the 3 options. Ensure that Vendor / Payee Name matches the Bank Account Name.

1. Attach a physical voided cheque to this form;
2. Download a void cheque from your bank's online banking portal, get it stamped by your financial institution, and attach it to this form;
3. Fill out the banking details in the fields below and get it stamped by your financial institution.

Attach Physical Void Cheque Here

Bank Name (Canadian Financial Institution):

Institution Number:

Bank/Transit Number:

Account #:

### AUTHORIZATION:

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:

Email:

Contact Phone #:

Date:

Please email/scan this form to: [vendor.setup@ubc.ca](mailto:vendor.setup@ubc.ca)