

## **POTENTIAL CANADA POST SERVICE DISRUPTION**

### **To all City of Burnaby vendors/customers receiving payments by cheque:**

The City's Finance Department mails out cheque payments every Wednesday.

Given the current potential for Canada Post service disruptions, the City would like to ensure that you are aware of the following options:

#### **In-Person Pickup:**

1) Vendors/customers can pick up their cheques in person at the Accounting reception desk located at 2<sup>nd</sup> Floor, West Building, 6161 Deer Lake Ave Burnaby, BC V5G 4A3.

#### **Direct Deposit/ EFT:**

2) Payments can be deposited electronically into the vendor's/customer's bank account. Direct deposit is a very secure, convenient, and sustainable method of payment for vendors. Please contact [Purchasing@burnaby.ca](mailto:Purchasing@burnaby.ca) to sign up for Direct Deposit.

### **Sending Invoices to the City:**

Vendors/customers may send their invoices electronically to [accounts.payable@burnaby.ca](mailto:accounts.payable@burnaby.ca), or alternatively, may drop off their invoices to the Accounting reception desk at the above-noted address.