Vendor Application for Direct Deposit / Electronic Payment

☐ NEW ☐ CHANGE

Business Partner Information *(Receiving Account Holder Information)*

Legal Name: _____

DBA, C/O: _____

Address: _____ City: _____

Province/State: _____ Postal Code/Zip Code: _____ Country: _____

Remittance Address:
(If different from above) _____

Contact Person: _____ Contact Email: _____

Day Time Telephone #: _____ Fax #: _____

Payment Advice Email: _____

Bank Information

Bank Name: _____

Bank Address: _____ City: _____

Province/State: _____ Postal Code/Zip Code: _____ Country: _____

[Please select one]

☐ **Canada**

Bank: _____

Bank/Transit: _____

Account #: _____

☐ **USA**

ABA/Routing #: _____

Account #: _____

SWIFT: _____

I/We permit the City of Burnaby to contact financial institution given above and confirm the accuracy of the information given on this form.

Authorized Signature Authority: _____ _____ _____
Signature Name Date

Authorized Signature Authority: _____ _____ _____
Signature Name Date

IMPORTANT

1. Please complete one form per bank account
2. This form must be completed in full and signed by an authorized officer/signer in order to be processed
3. For electronic payments, email address must be provided for notification of payment
4. A void cheque must be attached unless the account is for deposit only
5. For deposit only accounts, please provide one of the following:
   a) A void deposit slip copy which has your account number pre-printed *or*
   b) A void counter cheque from your financial institution *or*
   c) A written confirmation from your financial institution on their letterhead addressed to the City of Burnaby verifying bank, transit and account number

Your financial institution may charge fees or service charges for the electronic delivery of funds into your account. The City of Burnaby is not responsible for the payment of these fees and is not responsible for including these fees as a part of the remittance to you. The Beneficiary Name must match the receiving account holders name as it appears at the receiving financial institution. Failure to do so may delay the delivery of funds to the recipient. The City of Burnaby will not send funds without sufficient account verification as noted in items 4 & 5.

The personal information collected on this form is authorized under section 26 of the Freedom of Information and Protection of Privacy Act for the purpose(s) set out on this form. Should you have any questions about the collection of this personal information please contact us by mail at: Finance Administration, Finance Department - West Building, 4949 Canada Way, Burnaby, British Columbia V5G 1M2, by telephone at 604-294-7362 or by email at Finance_Admin@burnaby.ca.