



# Request for Vendor Payment by Direct Deposit (EFT)

A vendor (corporate or individual) can use this form to have the payment of amounts owing by the City deposited directly into a bank account. A payment advice showing payment details will be sent by email. It is recommended that the email account used for the payment advice be a secured generic account that will not be affected by a change of staff in your organization. **To be considered for enrollment, all fields must be properly filled in.**

### Request Type

New application       Update existing information

### Identification please print

Name		
Address		
City	Province	Postal Code
Email address for remittance advice		
<input type="checkbox"/> Not Registered	GST/HST Account number	

### New Banking Information - this section must be completed and supported by a voided cheque or encoded deposit slip.

Bank Name		
Branch number (5-digit number)	Institution number (3-digit number)	Account number (maximum 12-digit number)

### Existing Banking Information - for change request only

Bank Name		
Branch number (5-digit number)	Institution number (3-digit number)	Account number (maximum 12-digit number)

### Authorization - requires two authorized signature to protect your organization if applicable

Name		Name	
Title	Phone	Title	Phone
Signature	Date (DD/MM/YYYY)	Signature	Date (DD/MM/YYYY)
We are authorized signing officers for the purpose of completing this request. We authorize the City of Ottawa to deposit payments to the bank account identified above. We agree that the City will not be liable for any loss occurring after the deposit has been made to the identified bank account. We also agree that any duplicate payment, overpayment, fraudulent payment or a payment made in error will be promptly returned to the City. Changes to information will be submitted by filing another form.			

Please **scan and email** the completed form with a voided cheque or encoded deposit slip to our monitored email address: [vendormaster@ottawa.ca](mailto:vendormaster@ottawa.ca)

Personal information is collected under the authority of the *Municipal Act, 2001*, S.O. 2001, c. 25. Personal information will be used by the City for the purposes of administering the payment of accounts owing by the City of Ottawa. Questions about this collection and use of your personal information may be directed to Accounts Payable at 613.580.2424 extension 21323 or by email to [AccountsPayable@ottawa.ca](mailto:AccountsPayable@ottawa.ca) mailbox.