



4310 Queen Street
Niagara Falls, ON L2E 6X5
905 356-7521 x4304 or 4308
ap@niagarafalls.ca
www.niagarafalls.ca

Dear Vendor,

The City of Niagara Falls has implemented Direct Deposit Electronic Funds Transfers (EFT) for vendor payments and email delivery of EFT notifications.

EFT payments are secure, efficient and avoid the expenses and delays associated with lost, stolen or delayed cheques sent via standard mail.

To receive EFT payments and notifications, please complete and return the form on the reverse side of this letter along with a **VOID cheque** to ap@niagarafalls.ca.

Please contact us if you have any questions about EFT registration or require future updates to your company or banking information.

All banking information is confidential and is used only for direct deposit purposes.

Thank you for helping the City of Niagara Falls streamline its vendor payment process.

Yours truly,

Accounts Payable

City of Niagara Falls



ELECTRONIC FUNDS TRANSFER AUTHORIZATION FORM

VENDOR INFORMATION

Date					
Name					
Remittance Notification Email				Phone #	
Address					
City		Province		Postal Code	
HST Registration Number					

BANKING INFORMATION

Financial Institution Name					
Branch Address					
City		Province		Postal Code	
Bank Code		Transit #		Account #	

I/We hereby authorize The Corporation of the City of Niagara Falls to deposit to my/our account indicated above for the purpose of payment of vendor invoices. This authorization is to remain in effect until the payer has received written notification of termination in such time and manner as to afford the payer in writing of any bank account changes and/or closures a minimum of 30 days in advance.

Date		Date	
Signature		Signature	
Printed Name		Printed Name	
Title		Title	

For verification purposes please enclose one of your cheques marked "VOID". For a joint account, all depositors must sign if more than one signature is required on the cheques issued against the account.

Please email completed form to:

ap@niagarafalls.ca