

## Electronic Funds Transfer Authorization Agreement

Supplier does hereby authorize the Metro Vancouver Regional District ("Metro Vancouver") to pay Supplier electronically to the bank account indicated below, and authorizes the financial institution named below to credit such entries directly to the Supplier's account.

*Note:* Your electronic credit is expected to begin within two weeks after the application is received. A similar waiting period may apply to account number changes for existing direct deposits.

Financial Institution:	Phone Number:
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Branch Address:

Bank Number: (3 Digits)	Bank Branch Transit Number: (5 Digits)	Bank Account Number:
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***Attach a void, blank cheque, deposit slip or bank letter.***

Please provide an email address for Metro Vancouver to send the Remittance Advice to. A generic or departmental email address will reduce any required changes when recipient staff leave or are replaced

Remittance Advice Email Address: \_\_\_\_\_

**Governing Law:** This Agreement shall be construed in accordance with and governed by the laws of the Province of British Columbia.

**Notices to Metro Vancouver:** All notices to be given hereunder by Supplier shall be in writing and shall be validly given if sent prepaid regular, registered, or certified mail; hand-delivered; or if sent by fax or email as follows:

**Mailing Address:** Metro Vancouver, ATTENTION Accounts Payable Supervisor, 26<sup>th</sup> Floor, 4730 Kingsway, Burnaby, British Columbia V5H 0C6

**Email:** [AccountsPayable@MetroVancouver.org](mailto:AccountsPayable@MetroVancouver.org)

**Fax Transmission:** 604-436-6860, ATTENTION Metro Vancouver Accounts Payable Supervisor

**Notices to the Supplier:** All notices to be given hereunder by Metro Vancouver shall be in writing and shall be validly given if sent prepaid regular, registered, or certified mail; hand-delivered; or if sent by email to the Supplier's address as shown below.

**Contacts:** Questions to Metro Vancouver regarding electronic funds transfer should be directed to Metro Vancouver Accounts Payable Supervisor at (604) 451 - 6035.

This Agreement may only be amended or terminated by 15 days' written notice by either party. All other credit terms and requirements between Supplier and Metro Vancouver remain in effect. By signing this Agreement, Supplier acknowledges and agrees that;

- 1) Supplier will advise Metro Vancouver of any changes to the suppliers financial institution account information,
- 2) All future payments by Metro Vancouver (after specified time frame) will be electronic,
- 3) All banking information provided above is accurate.

### Supplier Contact Information and Signature

Supplier Name:	Authorized Representative Signature (Required):	Date:
Printed Name:	Title:	
Address:	Phone Number:	Email Address

Email completed form to [AccountsPayable@MetroVancouver.org](mailto:AccountsPayable@MetroVancouver.org)

Name:	Approval:	Date:
Title:	Location:	Phone Number:
Vendor Number:		