

Electronic Funds Transfer Application for Vendors or Individuals

Prairie South Schools is pleased to provide electronic funds transfer for all vendor or individual related payments. Instead of mailing a cheque for payment for your invoices, we will electronically transfer the payment to your bank account and notify you via email that the bank deposit is being made. The email will contain the same detail that is currently on the cheque stub. This will benefit your cash flow by getting funds into your bank account faster and avoid problems with lost and stolen cheques and postal disruptions.

Please complete and sign this form to initiate payment by Electronic Funds Transfer.

Company Name or Individual

Payment Address

City Province Postal Code

Telephone Number (with area code)

Direct Deposit Information

Bank ID – 3 Digit number (XXX)	Transit ID – 5 digit number (XXXXX)	Account Code (up to 12 digits)
<input type="text"/>	<input type="text"/>	<input type="text"/>

When the electronic funds transfer is created an email will be generated to provide details of the payment. Please indicate in the space below the email address you would like the EFT notification sent to:

Email

Remember to attach a Void Cheque or a Bank Account Verification letter!

I hereby authorize the Prairie South Schools to initiate deposits and/or corrections to the financial institution as indicated above. This authorization will remain in effect until I revoke it in writing.

Authorized Signature _____ Date

Printed Name Title

Upon completion please email this form to accountspayable@prairiesouth.ca or fax to 306-694-4955.

Please note our new address

**Prairie South Schools
1075 9th Avenue NW
Moose Jaw SK S6H 1V7**

For internal use only
Processed by
<input type="text"/>
Process date
<input type="text"/>