



Electronic Funds Transfer Authorization

City of Nanaimo is pleased to provide electronic funds transfer for all vendor related payments. Instead of mailing you a cheque, we will transfer funds directly into your bank account. *We will notify you by email that the transfer has been made to the Email address provided below under the "Payment Advice Email" section.*

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

Company Name/Name: _____
Address: _____
City: _____ Province: _____ Postal Code: _____
Contact Name: _____ Phone: _____
Payment Advice Email (Mandatory): _____

I hereby authorize the City of Nanaimo to initiate automatic deposits to my account at the financial institution as indicated on attached void cheque.

Further, I agree not to hold the City of Nanaimo responsible for any delay or loss of funds due to incorrect or incomplete information supplied by myself, my financial institution, or due to an error on the part of my financial institution in depositing funds to my account.

This agreement will remain in effect until the City of Nanaimo receives a written notice of cancellation from me or my financial institution, or until I submit a new direct deposit form to the Finance Department.

*******Please attach a void cheque from your financial institution outlining account details for deposit*******

Authorized by: _____ Title: _____
Signature: _____ Date: _____

Email to: finance.division@nanaimo.ca

Mail to: City of Nanaimo
455 Wallace Street
Nanaimo BC V9R 5J6

"Freedom of Information and Protection of Privacy Act (FOIPPA) Information collected on this form is done so under the general authority of the Community Charter and FOIPPA, and is protected in accordance with FOIPPA. Personal information will only be used by authorized staff to fulfill the purpose for which it was originally collected, or for a use consistent with that purpose."