



## Electronic Funds Transfer Authorization

City of Nanaimo is pleased to provide electronic funds transfer to all vendor related payments. Instead of mailing you a cheque, we will transfer funds directly into your bank account as provided on this form. We will notify you by email that the transfer has been made.

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

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**Company Name:** \_\_\_\_\_

**Payment Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Province:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Payment Advice Email (Mandatory):** \_\_\_\_\_

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I hereby authorize City of Nanaimo to initiate automatic deposits to my account at the financial institution named above.

Further, I agree not to hold City of Nanaimo responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by 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 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.

**Authorized by:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please attach a void cheque or deposit slip from your financial institution to this form and return it to the City of Nanaimo via email to [finance.division@nanaimo.ca](mailto:finance.division@nanaimo.ca), fax 250-755-4437, or mail to:

**City of Nanaimo**  
**455 Wallace Street**  
**Nanaimo BC V9R 5J6**