EMILY CARR UNIVERSITY of Art + Design

ELECTRONIC FUNDS TRANSFER
APPLICATION FOR STAFF AND STUDENTS

Emily Carr University is pleased to provide Direct Deposit. Instead of mailing a cheque, we will electronically transfer the payment to your bank account and notify you via email that the bank deposit is being made. 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, indicating your preference regarding payment via Electronic Funds Transfer (Direct Deposit)		
☐ Yes, I want to receive payments via EFT	☐ Revision to Current Authorization (e.g. account or bank changes)	☐ EFT Termination Request

The following is my personal information:

Name:	Staff/Student Number:

Apt:	Address:

City:	Province:	Postal Code:

Telephone Number:	Cell Phone Number:

Direct Deposit Information

Your payment will be deposited directly into your **BANK ACCOUNT**. You **MUST** provide either: Copy of a VOID CHEQUE or BANK ACCOUNT VERIFICATION LETTER from your Bank clearly stating your Bank ID (Institution Code), Transit ID Code and Account information.

Institution Code 3-digit number (XXX)	Bank Transit 5-digit number (XXXXX)	Account Number (up to 12 digits)

Bank Name:	Unit:	Address:

City:	Province:	Postal Code:

Telephone Number:

☐ *REQUIRED* Attach a **Void Cheque** or a **Bank Account Verification Letter from your Bank**

Notification Email Address

When payment has been deposited in our account please notify us at the following**:**

Email:

Authorization

I hereby authorize Emily Carr University to initiate deposits, corrections or terminations to the financial institution as indicated above.

Authorized Signature:	Name:	Date:

Upon completion please send form to:
Email: ap@ecuad.ca
or mail to: Emily Carr University
Attn: Accounts Payable
520 1 Ave E
Vancouver BC V5T 0H2
Contact: Kathleen Johnson
Phone: 604 844 3834

University Use Only	
Vendor Number	Date Completed