

**STAFF OR STUDENT  
REQUEST FOR DIRECT DEPOSIT  
ELECTRONIC FUNDS TRANSFER (EFT)**

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 by email that the bank deposit has been 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.

<b>Please complete and sign this form, indicating your preference regarding payment via Direct Deposit (Electronic Funds Transfer, EFT)</b>			
<input type="checkbox"/> New Application <input type="checkbox"/> Change Banking Information		<input type="checkbox"/> EFT Termination Request	
The following is my personal information:			
Name:		Student/Staff Number:	
Apt:	Address:		
City:		Province:	Postal Code:
Telephone Number:		Cell Phone Number:	
<b>Notification Email Address</b>			
Email address for remittance advice:			
<b>Email:</b>			
<b>Direct Deposit Information</b>			
Your payment will be deposited directly into your <b>BANK ACCOUNT</b> . You <b>MUST</b> provide either: A <b>VOID CHEQUE</b> or download a <b>DIRECT DEPOSIT and PRE-AUTHORIZED DEBIT (PAD) FORM FROM YOUR BANK/ONLINE</b> that clearly shows your Bank ID (Institution Code), Transit ID Code and Account information.			
<b>REQUIRED</b> Attach Void Cheque, or Enclose PAD Form from Bank			
<b>Authorization</b>			
I hereby authorize Emily Carr University to initiate deposits, corrections or terminations to the financial institution as indicated above or attached.			
Authorized Signature:	Name:	Date:	

Upon completion, please send form to:

Email: [ap@ecuad.ca](mailto:ap@ecuad.ca)

or mail to: Emily Carr University

Attn: Accounts Payable

520 1 Ave E, Vancouver BC V5T 0H2

Phone: 604 844 3834