



The Town of Blackfalds is now able to remit payments to our vendors and suppliers via Electronic Funds Transfer (EFT) Direct Deposit.

The EFT program is an efficient and cost effective mechanism for making payments. Once your invoice is processed for payment, an electronic remittance advice will be emailed to your company and your bank account will be credited.

To sign up for the EFT program, please complete the form below.

**DIRECT DEPOSIT AGREEMENT FORM:**

We request and authorize The Town of Blackfalds to pay our invoices using Electronic Fund Transfer payment (EFT) to the account at the financial institution named below.

Further, we agree not to hold The Town of Blackfalds responsible for any delay or loss of funds owing to incorrect or incomplete information supplied by me or by my financial institution or owing to an error on the part of my financial institution in depositing funds to my account.

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

**COMPANY INFORMATION:**

Vendor Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title/ Position: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Name of Financial Institution: \_\_\_\_\_

Bank Address: \_\_\_\_\_

Branch Number: \_\_\_\_\_ Bank Code: \_\_\_\_\_ Account Number: \_\_\_\_\_

**Please attach a voided cheque or deposit slip.**

Send payment notifications to this email: \_\_\_\_\_

**SIGNATURE:**

Authorized Signature (Primary): \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Signature (Joint): \_\_\_\_\_ Date: \_\_\_\_\_

Return this form to the Town of Blackfalds; by email [ap@blackfalds.com](mailto:ap@blackfalds.com) or fax 403.885.4610.