



TOWN OF HUNTSVILLE ELECTRONIC FUNDS TRANSFER AUTHORIZATION FORM

Instructions:

Please complete form below and provide deposit account details and attach a "VOID" cheque or confirmation letter from your bank containing your Agency's account details

Please sign and date the bottom of the form and return to:

**Town of Huntsville, Accounts Payable
37 Main Street East, Huntsville, ON P1H 1A1**

Vendor Information:

Vendor Name

Street Address

City

Province

Postal Code

Email address (please provide for EFT notification)

Phone Number

Fax Number

Type of Service: Business Personal

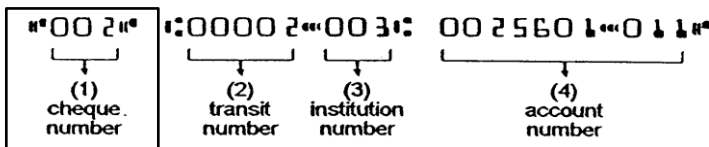
Deposit Account Details:

Name of Financial Institution:

Full Address of Financial Institution:

Institution Number (3)	Transit Number (2)	Account Number (4)	Please indicate One	
			New	Change
			<input type="checkbox"/>	<input type="checkbox"/>

Account information example:



A "VOID" cheque **must** accompany this EFT request form

Note: Cheque number (1) not required on EFT form



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The Town's standard payment terms are NET 30 days from the date of the invoice.

EFTs are processed on a weekly basis according to the invoice due date with the payment file being transferred on Wednesdays, resulting in funds deposited to vendors' bank accounts on Fridays.

Remittance slips that indicate invoice number, account number, amount being deposited and the date of the deposit are sent via email. Vendors without email access will receive hard copy remittance slips via regular mail.

Your EFT Agreement may be cancelled provided notice is received thirty (30) days before the next scheduled EFT.

You have certain recourse rights if any debit does not comply with these terms. For example, you have the right to receive a reimbursement for any EFT that is not authorized or is not consistent with this EFT Agreement. To obtain more information on your recourse rights, contact your financial institution or visit www.cdnpay.ca.

Authorization:

I _____, am an authorized signing authority for the purpose of completing this Electronic Funds Transfer request and authorize the Corporation of the Town of Huntsville to credit my invoice payments to the account I have designated.

Signature:

Date:

This authorization must be signed in accordance with the signing authority required on the account.

Any questions can be directed via email to
lori.allen@huntsville.ca or by calling
705-789-1751 ext. 2260

The personal information you choose to provide on this form is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). The information collected will be used for the proper administration of The Electronic Funds Transfer Authorization Form. Questions about this collection can be directed to the Clerk's Department, Town Hall, 37 Main Street East, Huntsville, ON, P1H 1A1, 705-789-1751 ext. 2255, tanya.calleja@huntsville.ca.
