



The Corporation of the Township of Georgian Bay

Financial Services

99 Lone Pine Road, Port Severn, Ontario,
L0K 1S0
Phone: 1-800-567-0187
Facsimile: (705) 538-1850
web: www.gbtownship.ca

Dear Valued Supplier:

The Township of Georgian Bay is pleased to offer your company the option of Electronic Funds Transfer (EFT) for payment of invoices (also known as direct deposit).

EFT is a preferred method of payment by most vendors as it provides a fast and secure method of payment.

What are the benefits of electronic payments?

- Provide immediate access to your funds on the payment date, which eliminates associated delays (i.e. waiting for a cheque to arrive in the mail and waiting for the cheque to clear)
- Eliminates the time and effort associated with manually depositing cheques
- Eliminates the risk of fraud related to cheques lost or stolen in the mail

What about the Cheque Stubs (Remittance Advice)?

Prior to payment being deposited into your bank account, a Payment Notice is emailed to you for notification of payment and deposit date.

Policy Requirements:

- Participating payees will require a Canadian Bank Account
- Authorization is required from person or persons who have authority on behalf of the individual/company
- Cancellation of participation must be done in writing 30 days in advance

Please complete the enclosed form and return it to our Accounts Payable department by email to accounting@gbtownship.ca or fax to (705) 538-1850.

Should you have any questions or concerns, please feel free to contact myself at (705) 538-2337 ext 321.

Best Regards,

Nicole Gorel

Nicole Gorel, Accounting Clerk
Township of Georgian Bay



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DIRECT DEPOSIT/EFT APPLICATION

Company/Organization/Individual:

Name: _____

Mailing Address: _____

Contact Information:

Name: _____

Phone: _____

Email: _____

Account Information: *CANADIAN BANK ACCOUNTS ONLY*

Bank Code:

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Transit Number:

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Account Number:

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DATE

SIGNATURE

**PLEASE FAX OR EMAIL COMPLETED FORM AND "VOID CHEQUE" TO
accounting@gbtownship.ca or Fax (705) 538-1850**