

Electronic Funds Transfer (EFT) Application for Vendors

The University of Saskatchewan is pleased to provide electronic funds transfer for all vendor related payments. Instead of mailing a cheque for payment of your invoices, we will electronically transfer the payment to your Canadian bank account in Canadian funds and notify you via email that the bank deposit is being made. The email will contain an attachment providing the same detail that is currently on the cheque stub. 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 to initiate payment by Electronic Funds Transfer.

Company Name

Payment Address

City

Province

Postal Code

Telephone Number (with area code)

Direct Deposit Information

You MUST provide one of the following two items with your application. Please indicate which you are including.

- ☐ Copy of a **void cheque** (with your company name listed)
- ☐ **Bank account verification letter** from your bank clearly stating your Bank ID, Transit ID and Account Number and company name

When the electronic funds transfer is created an email will be generated to provide details of the payment. Please indicate in the space below the email address you would like the EFT deposit advice sent to.

Email

I hereby authorize the University of Saskatchewan to initiate deposits and/or corrections to the financial institution as indicated above and in the supporting documentation provided. This authorization will remain in effect until I revoke it in writing.

Authorized Signature

Date

Printed Name

Title

Upon completion please email this form
to ConnectionPoint@usask.ca or mail it to:

University of Saskatchewan
ConnectionPoint
Room 258 Arts Building
9 Campus Drive
Saskatoon, SK S7N 5A5