



APPLICATION FOR VENDOR DIRECT DEPOSIT BANKING

REQUIREMENTS

1. The bank account to be used **must be a Canadian account**.
2. A void cheque **must be provided** with your signed application. If your account does not have chequing privileges, supporting documentation **from your financial institution** (i.e. Letter of Guarantee) confirming your banking information is to be provided. The information required from your bank, which can be found at the bottom of your blank cheque, includes the bank institution number (the 3 digits in block 3), branch transit number (the 5 digits in block 2) and bank account number (the last 7+ digits of the cheque line).
3. An e-mail address **must be provided** as it will be employed to notify your organization when a direct deposit has been made.

New Application

APPLICATION TYPE
Change of Information

Cancel Direct Deposit

COMPANY INFORMATION

Company Name			
Company Address			
City	Province	Postal Code	Country
Contact Name (<i>Surname, First Name</i>)		Position	
Contact Phone (<i>include area code and extension</i>)		Fax Number	
Notification E-mail (for Electronic Funds Transfer (EFT) purposes)			

FINANCIAL INSTITUTION INFORMATION

Bank or Financial Institution			
Bank Institution Number (<i>3 digits</i>)		Bank Transit Number (<i>5 digits</i>)	
Bank Account Number	Account Type	Account Currency Canadian	
Branch Address			
City	Province	Postal Code	

AUTHORIZATION

I authorize the University of Windsor to credit the bank account indicated above. I will notify the Procurement Department in writing if I change the account from one bank or branch to another, or if there is any other change. I have retained a signed copy of the authorization form.	
Name of Authorized Signing Officer	
Signature of Officer	Date Signed

RE: COLLECTION OF BANKING INFORMATION

The information collected for Vendor Direct Deposit is collected under the authority of the University of Windsor Act and for the purpose of providing direct deposit of funds for payment of invoices. Information provided to the Finance Department for Vendor Direct Deposit will be used only for that purpose and will be accessed only by persons so authorized. Please direct any inquiries about the collection of information on this form to Procurement Department at purchasing@uwindsor.ca.

OFFICE USE ONLY

Vendor No.		System Updated By	Date
Approved By	Date	Setup Verified By	Date