



University
of Windsor

Purchasing PO11

SUPPLIER DIRECT DEPOSIT FORM

Direct deposit services are currently only available for Canadian bank accounts

You must attach a void cheque or letter of guarantee from the bank. Cheques will be issued for all USD payments. If you require a payment to be made in an international currency (other than USD), please contact Accounts Payable for information on the Wire Payment Process. Payment to the supplier will **not** be issued until all required direct deposit information is received by the University of Windsor.

Application Type: New Application Change of Information Cancel Direct Deposit

University of Windsor Departmental Contact

Date (YYYY-MM-DD):

Contact Name:

Contact Department:

Email:

Extension:

Supplier Information

The **Supplier Name** and **Address** provided below must agree **exactly** to the Supplier Name and Address on the void cheque or Letter of Guarantee from the bank.

Company or Individual Name:

Contact Name:

Telephone:

Email for Payment Notice:

Address:

City:

Province/State:

Country:

Postal Code/Zip Code:

Collection of Personal Information

The information collected for the Supplier Direct Deposit form is collected under the authority of the University of Windsor Act and is collected for the purpose of providing direct deposit of funds for payment of invoices.

Information provided to the Finance Department for supplier direct deposit will be used only for that purpose and will be accessed only by persons so authorized.

Authorization

I authorize the University of Windsor to credit the bank account indicated on the attached document. I will notify Procurement 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 this authorization form. **For your approval of the form and to confirm all information is accurate please sign form below. A hand written or digitally verified signature is required (not typed or signature font).**

Signature:

Date:

Form updated on August 21,2020