



63 Marie St. P.O. Box 310 South River, ON POA 1X0

Dear Accounts Payable/Credit Department

Electronic Payment(EFT) are the most efficient and secure way to get paid.

EFT payments are processed weekly.

Advantages for the Vendor include:

- No lost cheques through the mail
- Funds are deposited directly into your account, no trips to the bank to deposit
- Payment advices are received in advance of cash settlement
- Promotes environmental sustainability in the reduction of paper and supports in the reduction of green house gases.

**\*\*\*\*\* Please complete the attached form and return it to the email address along with a VOID Cheque. \*\*\*\*\***

Or

**You can fill out the a fillable form on our website, look under the tax and administration tab for EFT fillable form.**

Kindly contact us at [accounts@southriver.ca](mailto:accounts@southriver.ca) for any questions or concerns, or call us at 705-386-2573

Thank you,

The Village of South River,  
Accounts Payable Team

# Direct Deposit Application

## Business Member Payors

**INSTRUCTIONS**

This form is used to obtain the Payee's banking information and authorization for Direct Deposits when the Payor is a business member. The Payee is instructed to:

1. Complete and sign the form.
2. Provide the form and a voided cheque to the Payor.
3. Notify the Payor of any changes to the account information.

**BUSINESS MEMBER DETAILS (PAYOR)**

Company Name
Company Address

**PAYEE INFORMATION**

Name		
Address		
Phone No.	Email	Payroll/Employee No. <i>(if applicable)</i>

**PAYEE BANKING INFORMATION**

Financial Institution Name		
Branch Address		
Account Name		
Institution No.	Branch No.	Account No.
0		

Voided cheque attached

I consent to the collection, use, and disclosure of my personal information given herein for the purpose of setting up the Direct Deposit. I hereby authorize the above-named Payor to process Direct Deposits to the account specified in the Payee Banking Information section.

**X** \_\_\_\_\_  
Payee's Signature

\_\_\_\_\_  
Date