



Accounts Payable Direct Deposit (EFT) Vendor Enrollment

760 Peterborough County Rd 36
Trent Lakes ON K0M 1A0
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Toll Free: 1-800-374-4009 ext. 232
Fax: 705-738-3801
E-mail: ap@trentlakes.ca

The Municipality of Trent Lakes offers payments to vendors (corporate or individual) via direct deposit into a bank account. A deposit notification showing the payment details will be sent by e-mail.

The benefits of enrolling in direct deposit include:

- Eliminating the possibility of delivery disruptions and lost or stolen cheques
- Providing immediate access to your funds while reducing your time spent depositing payments
- Reducing the use of paper and being more environmentally friendly

To take advantage of this program, please complete this application form and return it with a void cheque or bank letter to the contact information above.

The Municipality requires at least TEN (10) DAYS' notice to process any changes to your direct deposit information (e.g. banking information, e-mail address, or to cancel the use of direct deposit).

Vendor Information:

Vendor Name _____	E-mail Address (for payment notifications) _____
Mailing Address _____ _____	Contact Name _____
	Phone Number _____

Bank Account Information:

This section must be supported by a void cheque or bank letter verifying the vendor's banking information.

Bank Name _____		
Transit Number _____	Institution Number _____	Account Number _____

Authorization:

I am an authorized signing officer for the purpose of completing this request. I authorize the Municipality of Trent Lakes to deposit payments to the bank account identified above. I agree that the Municipality will not be liable for any loss occurring after the deposit has been made to the identified bank account. I also agree that any duplicate payment, overpayment, fraudulent payment or payment made in error will be promptly returned to the Municipality. I understand that the Municipality requires at least ten business days' notice to process any changes to this information and I agree to submit any changes in writing.

Signature(s)

Date

(If your financial institution requires two signatures on cheques, both parties must sign this form.)

**Completed applications should be sent to Accounts Payable at the contact information above.
Please do not forget to attach a void cheque or bank letter.**