



## FINANCIAL SERVICES – PAYMENT SERVICES

EFT/ACH/GBP WIRE

### Supplier Payment Application Form

To ensure the accuracy of your account information, complete the following form for the deposit of funds and attach a void cheque. Please read carefully all the instructions in the form, print clearly or type. Only a completed form will be processed. Field with \* is a required field of information.

#### **Payee Information**

Payee (remit to) Name\*: \_\_\_\_\_

Payee Address\*: \_\_\_\_\_

(Address should be same as the address on invoice, ACH requires real address in US, NOT PO BOX)

Student/Employee #(if applicable): \_\_\_\_\_ if employee, must have the same information in HR system

Contact Name\*: \_\_\_\_\_ Title/Position\*: \_\_\_\_\_

Contact Phone\* (\_\_\_\_\_) \_\_\_\_\_ Company Phone: (\_\_\_\_\_) \_\_\_\_\_

Email\*: \_\_\_\_\_ Website: \_\_\_\_\_

An email notification with payment remittance details will be sent to this email address.

**IMPORTANT: Must select from one option below, the required information for that option MUST be fully completed in order for UofG Finance department to validate the account and process this application form**

UofG Contact Name\*: \_\_\_\_\_ UofG Contact Email\*: \_\_\_\_\_

New Vendor to UofG (Between Invoice/Purchase Order/Payment Requisition, must select one of them and provide all required info. below):

- Invoice #: \_\_\_\_\_ Invoice Date: \_\_\_\_\_ Invoice Amount: \_\_\_\_\_ Attached: Yes No

- Purchase Order #: \_\_\_\_\_ Purchase Order Amount: \_\_\_\_\_ Attached: Yes No

- Payment Requisition Date: \_\_\_\_\_ Payment Requisition Amount: \_\_\_\_\_ Attached: Yes No

Change from CHQ to EFT - Last Chq #: \_\_\_\_\_ Chq Date: \_\_\_\_\_ Chq Amount: \_\_\_\_\_

Change of Existing EFT bank acct- Last 4 digit of existing EFT bank: \_\_\_\_\_

Latest Payment # show on payment remittance: \_\_\_\_\_ Payment Amount: \_\_\_\_\_

Authorized Signature\*: \_\_\_\_\_ Date\*: \_\_\_\_\_

*I have the authority to bind the corporation/organization to provide the bank information for payment*

Print Name\*: \_\_\_\_\_ Title/Position\*: \_\_\_\_\_

#### **Financial Institution / Bank Information (ACH requires US Financial Institution located in US)\***

Name of Financial Institution: \_\_\_\_\_

Address of Financial Institution: \_\_\_\_\_

#### **Bank Account Information \*:**

Institution Number (for EFT)  
Swift Code (for ACH/GBP Wire)

Transit Number (EFT)  
Routing Number (ACH)  
Sort code (GBP WIRE)

Account Number

**PLEASE completed form with a void cheque or a snip of bank statement having bank name and account, and provide to your University Contact.**