

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.

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

New Vendor (Will be set up only if there is an UofG approved invoice or Payment requisition):

- Invoice # (leave blank if no invoice is provided): _____ Invoice/Payment Requisition #: _____

Invoice/Payment Requisition Date: _____ UofG Department filled the Payment requisition: _____

Change from CHQ to EFT - Last Chq # _____ Chq \$: _____ Chq Date: _____

Change of Existing EFT - Latest Payment # _____ Payment \$: _____ Payment Date: _____

Authorized Signature: _____ Date: _____

I have the authority to bind the corporation/organization

Print Name: _____

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 EMAIL completed form with a void cheque/direct deposit form to: EFTform@uoguelph.ca. Attach a payment pending invoice or Payment Requisition from UofG will be helpful to speed up the process.

UofG Use only

Supplier Number	Sites	New or Change	Date	Initials
-----------------	-------	---------------	------	----------

Secondary check initial: _____ Date: _____ Method: _____ Approval: _____