



**#1 Alexandra Park
Leduc, AB T9E 4C4**
 Phone: 780-980-7177
 Fax: 780-980-7127

ELECTRONIC PAYMENT REQUEST FORM

The City of Leduc now offers its vendors the option of having invoices paid directly to their account.
When processed, your funds are directly deposited into your account within 3 business days.
 If you wish to choose this option please complete the following information and forward it to us by:

Postal Mail: City of Leduc, #1 Alexandra Park, Leduc, AB T9E 4C4 Attention: Accounts Payable
 Email: accountspayable@leduc.ca
 Fax: 780-980-7127

Direct Deposit Requirements

To have your company receive payments by Electronic Funds Transfer (EFT), **the City of Leduc requires one of the following as proof of account:**

- 1) **Void Cheque** - Must display your company's legal name, or
- 2) **Deposit Slip** - Must display your company's legal name, or
- 3) **Automatic Transfer Authorization Form** - must be signed or stamped by your bank.

Please complete the following:

Date: _____

Company Name: _____

Address: _____

GST Number: _____

Telephone Number: _____

Contact Person: _____

Authorized Signature: _____

Email Address: _____

IMPORTANT: All Remittance Advices will be sent via email.

Financial Institution: _____

Branch Address: _____

Bank Number: _____

Transit Number: _____

Bank Account Number: _____

The information on this form is being collected for the purpose of the City of Leduc making direct deposits to your bank account for invoice payments. This information is collected under the authority of Section 33 (c) of the Freedom of Information and Protection of Privacy Act. Questions regarding the collection of this information can be directed to the City Clerk at (780) 980-7132, #1 Alexandra Park, Leduc, Alberta, T9E 4C4.