



#1 Alexandra Park  
Leduc, AB T9E 4C4

Phone: 780-980-7177

Fax: 780-980-7127

### ELECTRONIC PAYMENT REQUEST FORM

**Effective September 1, 2016 the City of Leduc now requires its vendors to have all invoices paid directly to their account through Electronic Funds Transfer (EFT).**

**When processed, your funds are directly deposited into your account within 3 business days.**

If you have any questions or concerns regarding this, please feel free to contact us.

To ensure prompt payment please complete this form and forward it to us by any of the following:

Postal Mail: City of Leduc, #1 Alexandra Park, Leduc, AB T9E 4C4 Attention: Accounts Payable

Email: [accountspayable@leduc.ca](mailto:accountspayable@leduc.ca)

Or 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.