



**#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](mailto: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 personal information requested on this form is collected to provide permission to the City of Leduc to provide direct deposit to your bank account for invoice payments. This information is collected in compliance with Section 4 (c) of the Protection of Privacy Act (the POPA Act). Questions regarding the collection, use and disclosure of the information collected on this form can be directed to the Access and Privacy Coordinator's Office at (780)-980-7173 #1 Alexandra Park, Leduc, Alberta, T9E 4C4."