



## Request for Vendor Payment by Direct Deposit (EFT)

A vendor (corporate or individual) can use this form to have the payment of amounts owing by the City deposited directly into a bank account. A payment advice showing payment details will be sent by email. It is recommended that the email account used for the payment advice be a secured generic account that will not be affected by a change of staff in your organization. **To be considered for enrollment, all fields marked \* must be properly filled in.**

### Request Type

\*New application      \*Update existing information      Vendor Number (if applicable) \_\_\_\_\_

### Identification

*Name		
*Address		
*City	*Province	*Postal Code
*Email address for remittance advice		
*GST/HST Account Number	Not Registered	
Employee Number (if applicable):		
ARIBA: Email Address for Ariba Account Registration		
ARIBA: Ariba Network ANID (if registered)		
Please identify the name of your main point of contact at the City:	City Contact Email Address	

**New Banking Information** - this section must be completed and supported by 1) a physical original voided cheque; or 2) a physical original encoded deposit slip; or 3) a physical original letter from the vendor's bank verifying the vendor's banking information; or 4) a completed physical original direct deposit form from the vendor's bank which is stamped by the vendor's bank to verify its authenticity. No photocopies will be accepted.

*Bank Name		
*Branch number (5-digit number)	*Institution number (3-digit number)	*Account number (maximum 12-digit number)
ABA Routing number (if applicable)	SWIFT (if applicable)	Currency (if applicable)

**Existing Banking Information** - for change of banking information request only

*Bank Name		
*Branch number (5-digit number)	*Institution number (3-digit number)	*Account number (maximum 12-digit number)

## Authorization

*Name	
*Title	*Phone
*Signature	*Date (DD/MM/YYYY)
I am an authorized signing officer for the purpose of completing this request. I authorize the City of Ottawa to deposit payments to the bank account identified above. I agree that the City will not be liable for any loss occurring after the deposit has been made to the identified bank account. I also agree that any duplicate payment, overpayment, fraudulent payment or a payment made in error will be promptly returned to the City. Changes to information will be submitted by filing another form.	

As a fraud prevention measure, all vendors enrolling for EFT must send original, physical copies of EFT forms and supporting banking documents to Accounts Payable by mail. Scanned EFT forms can be emailed to [vendormaster@ottawa.ca](mailto:vendormaster@ottawa.ca) to facilitate the initiation of the file and the creation of the vendor number. However, a **payment block** will be applied to each file until the original, physical documents are received by Accounts Payable by mail and verified.

The City of Ottawa does not accept banking documentation electronically. Banking information must be supported by original, physical copies of one of the following: (No photocopies will be accepted)

1. A void cheque with the vendor's name on it; or
2. An encoded deposit slip with the vendor's name on it; or
3. A letter from the vendor's bank (with bank letterhead) verifying the vendor's banking information; or
4. A direct deposit form from the vendor's bank which is stamped by the vendor's bank to verify its authenticity.

NOTE: The vendor's name on the EFT form and the provided banking documentation must be identical.

### By Mail:

The completed EFT form and banking documentation can be mailed to:

City of Ottawa, Accounts Payable, PO Box 3426 Station D, Ottawa, Ontario, K1P 0B9; or

### By courier or in person:

Accounts Payable, 100 Constellation Drive, 3<sup>rd</sup> Floor East, Ottawa, Ontario, K2G 6J8

If you are delivering the documentation in person, please deposit documentation in the secure drop box located outside the doors on the 3<sup>rd</sup> Floor East.

Once the EFT package is received by mail, reviewed, and verified, the payment block will be removed. Any outstanding payments will be released.

If you have any questions or if you require further clarification, please email [vendormaster@ottawa.ca](mailto:vendormaster@ottawa.ca)

## FOR OFFICE USE ONLY

Reviewed for accuracy and completeness by: [Name of AP Clerk]	
Name and title of vendor representative contacted:	
Date of Call:	