



# Supplier Direct Deposit Enrolment

Email or fax the completed form (including the "VOID" cheque) to:

Email: [surreyinvoices@surrey.ca](mailto:surreyinvoices@surrey.ca)  
Fax: 604.591.4488  
Phone: 604.592.7010

## Supplier Information - PLEASE UPDATE

Internal Finance Use Only - Supplier ID No \_\_\_\_\_

Business Name		Accounts Receivable Representative (print)	
Street Address		City, Province	Postal code
Phone number	Fax number	*Remittance E-mail address	

*\*Payment notification will only be sent by email; must supply a valid email address.*

## Action Requested

<input type="checkbox"/> Initiate direct deposit payment		(YYYY/MM/DD)
<input type="checkbox"/> Change direct deposit bank account	Effective date of change	<input type="text"/>
<input type="checkbox"/> Terminate direct deposit payment	Effective date of termination	<input type="text"/>

## \*Financial Institution Information

Attach your sample cheque marked VOID in the space below or have your bank representative complete this section.			
Name of financial institution			
Address		City	Province Postal code
Branch number (5 digits)	Financial institution number (3 digits)	Account number (up to 12 digits)	
Teller Stamp			

*\*A direct deposit arrangement will be established within two weeks upon receipt and approval of this form*

## Direct Deposit Authorization

I understand that I am responsible for ensuring the information provided is current. I will not hold the City of Surrey responsible for lost or delayed payments where changes to the banking information are made and not communicated to the City of Surrey in a timely manner. The information contained on this form is collected and will be used for direct deposit of supplier invoice payments into a supplier's chosen bank account. I hereby authorize the City of Surrey to deposit payments directly into the corporate bank account provided above, until further notice is provided in writing.		
Authorized Officer name (print First and Last name)	Authorized Officer signature	Date (yyyy/mm/dd)