



## ALBERNI-CLAYOQUOT REGIONAL DISTRICT

Dear Supplier/Vendor:

### **RE: Electronic Payment Direct Deposit**

To increase the speed and efficiency in making payments to our vendors the Alberni-Clayoquot Regional District would appreciate your participation in our Electronic Funds Payment (EFT) program.

This program will enable us to increase our efficiency and effectiveness in paying your invoices and will provide you with the following advantages:

- ✓ Payments will be received more quickly.
- ✓ You will no longer have to manually deposit your cheques.
- ✓ You will have immediate access to your funds.
- ✓ Postal delays and disruptions will be eliminated.

Your bank statement will reference the deposit from the Alberni-Clayoquot Regional District as 'REG. DISTR. ALB'.

Remittance information will be provided to you by the email indicated on the attached application form and will be sent at the same time or in advance of the deposit of your payment.

Please complete the attached EFT Direct Deposit Application Form, include a void cheque and return it to the address above. This information is required so that we may deposit your funds directly into your bank account.

If you have any question or require further information please contact Lyndsey Page at (250)720-2723 or by email at [accounting@acrd.bc.ca](mailto:accounting@acrd.bc.ca). We thank you for your cooperation.

Sincerely,

Teri Fong, CPA, CGA  
Chief Financial Officer



**ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT**

**EFT DIRECT DEPOSIT APPLICATION FORM  
SUPPLIER/VENDOR INVOICES**

Instructions:

1. Complete this form including signature.
2. Attach a VOID cheque.
3. Advise us promptly of any changes to your bank account information.

**VENDOR PAYEE INFORMATION**

Name:
Mailing Address:
Phone Number:
Email: <i>For payment notification.</i>

**BANKING INFORMATION**

Financial Institution:
Branch Address:
Account Name:
Institution # _____ Branch # _____ Account # _____.

**I hereby authorize the Alberni-Clayoquot Regional District to process payments by direct deposit.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date