

# Town of Macklin

## Electronic Funds Transfer Application for Vendors



The Town of Macklin is pleased to provide electronic funds transfer for all vendor related payments. Instead of mailing a cheque for payment of your invoices, we will electronically transfer the payment to your bank account and notify you via email that the bank deposit is being made. The email will contain an attachment providing the same detail that is currently on the cheque stub.

Please complete and sign this form to initiate payment by Electronic Funds Transfer.

Company Name \_\_\_\_\_  
Payment Address \_\_\_\_\_  
City: \_\_\_\_\_ Prov. \_\_\_\_\_ Postal Code \_\_\_\_\_  
Telephone Number: \_\_\_\_\_

### Direct Deposit Information

**\*\*You MUST provide either a copy of a void cheque or bank account verification from you bank clearly stating you BankID, Transit ID and Account Information\*\***

Bank ID - (3 numbers) \_\_\_\_\_ Transit ID - (5 numbers) \_\_\_\_\_ Account Number(up to 12 numbers) \_\_\_\_\_  
\_\_\_\_\_

Bank Name \_\_\_\_\_  
Bank Address \_\_\_\_\_  
City: \_\_\_\_\_ Prov. \_\_\_\_\_ Postal Code \_\_\_\_\_

Remember to attach a Void Cheque or a Bank Account Verification letter!

When the electronic funds transfer is created an email will be generated to provide details of the payment. Please indicate the email address you would like the EFT advice sent to.

Email: \_\_\_\_\_

I hereby authorize the Town of Macklin to initiate deposits and/or corrections to the financial institution as indicated above. This authorization will remain in effect until I revoke it in writing.

Authorized Signature \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name \_\_\_\_\_ Title: \_\_\_\_\_

Upon completion please fax this form to 306-753-3234,  
email it to [town.macklin@sasktel.net](mailto:town.macklin@sasktel.net) or mail it to:

Town of Macklin  
Box 69  
Macklin, SK  
S0L 2C0