



Electronic Funds Transfer (DIRECT DEPOSIT) Consent Form

Regional Tourism Organization 7 will be implementing an electronic commerce and environmentally friendly solution to streamline the procurement process, improve service levels and provide convenient payment to our vendors.

Using this method could benefit you in the following ways: eliminating time spent depositing payments; providing more cost effective payment; eliminating the possibility of delivery disruptions and/or lost mailings; and the threat of fraud, lost or stolen cheques. Therefore, Regional Tourism Organization 7 is requesting your organization's banking information for the purpose of conducting electronic funds transfer/automatic deposit.

To ensure continued and prompt payment of invoices, please complete the consent form below and return it to us with a 'void cheque' (or copy) or a bank remittance form by **December 7, 2018**. **We plan to switch exclusively to direct deposit payment by January 1, 2019.**

Please complete **Part One** and **Part Two**.

Part One – Remittance Information

Company/Individual Name: _____

Company/Individual Address: _____

Company Contact Name: _____
(not applicable to individuals)

Title/Phone # with extension: _____

E-mail address: _____
(deposit notification sent here)

I hereby consent and give Regional Tourism Organization 7 the authorization to use the attached banking information to process electronic payments directly to my bank account through the use of Electronic Funds Transfer. I understand the information will be kept confidential and not used for any other purpose.

I also agree to update Regional Tourism Organization 7 directly should any banking or email information change.

Print Name _____

Authorized Signature _____ Date _____

Part Two – Payment Information

Accuracy requires an attached void cheque (photocopy acceptable) or banking remittance form

Financial Institution

Name: _____

Address: _____

Bank Account Information (CAD):

_____	_____	_____
Bank Code (3 digits)	Transit Number (5 digits)	Account Number (Maximum 12 digits)

PLEASE MAIL OR EMAIL YOUR COMPLETED FORM AND "VOID CHEQUE" TO:

Regional Tourism Organization 7
PO Box 973
Thornbury, ON. N0H 2P0
accountspayable@rto7.ca 705-888-8728