

Prairie South Schools is pleased to provide electronic funds transfer for all vendor or individual clients. Instead of mailing a cheque for payment for your invoices, we will electronically transfer the payment to your bank account and notify you when a bank deposit is being made. The email will contain the same detail that is on the cheque. This will benefit your cash flow by getting funds into your bank account faster and avoid problems with lost and stolen cheques and postal disruptions.

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

Company Name or Individual

Payment Address

City  Province  Postal Code

Telephone Number (with area code)

Bank ID – 3 Digit number (XXX)

Transit ID – 5 digit number (XXXXX)

Account Code (up to 12 digits)

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

Email

I hereby authorize the Prairie South Schools to initiate deposits and/or corrections to the financial institution. This authorization will remain in effect until I revoke it in writing.

Authorized Signature \_\_\_\_\_

Date

Printed Name

Title

Upon completion please email this form to [accountspayable@prairiesouth.ca](mailto:accountspayable@prairiesouth.ca) or fax to 306-694-4955.