



ELECTRONIC FUNDS TRANSFER (EFT) FORM
 (Canadian or USA Suppliers or Individuals ONLY, do not use for International)

The University of Calgary has transitioned to mandatory EFT payments for Canadian Suppliers or Individuals. **We require new Canadian suppliers or individuals to submit EFT information** for a more secure and efficient payment processing method. DO NOT PROVIDE ANY US/ INTERNATIONAL WIRE TRANSFER INFORMATION (EFT or ACH only).

Company Banking Detail Validation: In order to minimize risk related to fraud bank details, companies may be subject to the University's third party validation process (Dun & Bradstreet). By signing this form you are agreeing to the validation process, and that all the information provided is for the company or individual listed on this form.

For Canadian or USA EFT, the company or individual's bank details **MUST** be delivered to the University of Calgary in either of the following documents:

- A void cheque copy that shows Bank Name, Account Name, Account Number, Bank Transit Number (CAD) or ACH number (USA) & Bank ID number. (USA BANK DEPOSIT SLIPS ARE NOT ACCEPTABLE)
- A bank certified Direct Deposit form
- An extract of a bank statement or invoice with the supplier's banking details as noted in 1 above.

Please submit evidence of bank details along with this signed EFT form. The supplier file will not be updated if the submitted EFT information is **incomplete** or the form **unsigned**. Until corrected the supplier file will remain closed.

I am a University of Calgary Employee? Yes No

Company Full Name :

Individual's First Name:

Individual's Last Name:

* Street #:	* Street Name:	* Street Suffix:	Street Direction:
Unit/Bay:	Building Name:	Flr #:	* City:
			* Province/State:
* Country:	* Postal/Zip Code:	International Province/State:	

* **Email address for remittance advice:** (do not use a 'ucalgary.ca' email)

I hereby verify that the banking information provided is the current account for the above noted company or individual.

PRINT NAME: **PLEASE print this form & SIGN or stamp with encrypted electronic signature** **CONTACT PHONE NUMBER:**

Please send this signed form with a **valid EFT document** by any one, of the following methods:

- Attn: Supply Chain Management, University of Calgary**
 via email: uofcsuppliers@ucalgary.ca
 via fax: (403) 282-8451
 via mail: PP65, 2500 University Dr NW Calgary, AB T2N 1N4