



220 Algonquin Boulevard East, Timmins, ON P4N 1B3
www.timmins.ca

**** NOTICE ****

Dear supplier,

The City of Timmins has transitioned to electronic funds transfer (EFT). Effective January 1, 2013, EFT will be the official form of payment by the City. EFT is a fast and secure way to receive payments from us. These save you time and money spent on deposit preparation. Payment notices will be emailed to you when payments are processed and the funds will go directly into your bank account. It eliminates the risks of fraud related to cheques lost in the mail.

For those choosing to be paid by cheque, these will only be issued on the 15th of every month, no exception. Therefore to ensure efficient payment of your invoices, please fill out the attached information form and supply a VOID cheque from your bank account or take this form to your bank and have them verify your account information. Kindly forward this information by email to accounts.payable@timmins.ca or by fax at (705) 360-2699 or by mail to the following address:

City of Timmins
220 Algonquin Blvd East
Timmins, ON P4N 1B3
ATTN: Accounts Payable

Thank you,

Accounts Payable Dept



Telephone: (705) 360-2600 ext. 3128
Fax: (705) 360-2699
E-mail: accounts.payable@timmins.ca

**ACCOUNTS PAYABLE
DIRECT DEPOSIT SET-UP FORM**

Type of request: 1st time set-up Update of information

Vendor Information

Company name: _____

Street Address: _____

City: _____ Province: _____

Postal Code: _____

Telephone #: _____ Fax #: _____

Email address: _____

(required for remittance advice transmission)

Banking Information (Either attach a VOID cheque or have this section completed by your bank)

Name of Bank: _____

Address of Bank: _____

Telephone # of Bank: _____

Transit # (5 digits): _____

Bank # (3 digits): _____

Account # (min of 7 digits): _____

Branch official signature: _____

I have authority to bind my company to this agreement.

Authorized signature of
company: _____

Print name: _____

Position: _____

Date: _____