



Electronic Funds Transfer

In efforts to provide more timely and cost effective payment service, Richmond Hill recommends using our electronic funds transfer (EFT) system rather than cheques for payments to suppliers. EFT benefits both the corporation and those doing business with Richmond Hill. In order to ensure EFT enrollment, please complete this Consent Form and return to Accounts Payable, Town of Richmond Hill either by mail or email at accounts@richmondhill.ca.

CONSENT FORM

I hereby consent and give the Town of Richmond Hill, Accounts Payable the authorization to use the attached email and banking information to process an electronic payment directly to the below bank account through the use of RBC Electronic Funds Transfer. I understand the information will be kept confidential and not used for any other purpose.

I also agree to update Accounts Payable directly should any of this banking or remittance information change.

INSTRUCTIONS: Please fully complete **Part One** and **Part Two**.

Part One – Remittance Information

Name	
Address	
Phone number and/or extension	
Email address	
Authorizing Officer Signature	

Part Two – Payment Information

To ensure the accuracy of our account information, you must attach/fax a void cheque and complete the following:

Name of Financial Institution	
Address of Financial Institution	

Account Information:

CAD\$ Account

Bank Code
(4 digits)

Transit Number
(5 digits)

Account Number
(Maximum 12 digits)

Please send your completed form and void cheque to:

Cynthia Atman, Accounts Payable Supervisor
Town of Richmond Hill
225 East Beaver Creek Road
Richmond Hill, ON L4C 4Y5