

# Electronic Funds Transfer



In efforts to provide more timely and cost effective payment service, the City of Richmond Hill is transitioning from its cheque payment system to an electronic funds transfer (EFT) system for payments to suppliers. In this transitional period, the City will continue to process EFT payments every week, but the cheque payments only on a bi-weekly basis (starting November 1, 2018) and then on a monthly basis (starting January 1, 2019). Effective April 1, 2019, the City will eliminate cheque payments completely. This change in payment method is of benefit for both the corporation and for those that are doing business with the City of Richmond Hill. In order to ensure EFT enrollment, please complete the Consent Form and return to Accounts Payable, City of Richmond Hill either by mail or email at [accountspayable@richmondhill.ca](mailto:accountspayable@richmondhill.ca).

## CONSENT FORM

I hereby consent and give the City of Richmond Hill, Accounts Payable the authorization to use the attached e-mail and banking information to process an electronic payment directly to my 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 the banking or remittance information below change.

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

### Part One – Remittance information

Name	
Address:	
Phone number and/or extension	
E-mail address	
Signature	

### Part Two – Payment information

**To ensure the accuracy of our account information, you must attach/fax/email a void cheque or Account Information from your bank and complete the following:**

Name of Financial Institution	
Address of Financial Institution	

### ACCOUNT INFORMATION: (COMPLETE ONE ONLY)

#### CAD\$ Account

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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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**  
**The City of Richmond Hill**  
**225 East Beaver Creek Road**  
**Richmond Hill, ON L4C 4Y5**  
**[accountspayable@richmondhill.ca](mailto:accountspayable@richmondhill.ca)**