



Electronic Funds Transfer

In efforts to provide more timely and cost effective payment service, the City of Richmond Hill offers electronic funds transfer (EFT) for payments to suppliers. This is our preferred payment method. Cheque payments will continue to be offered in a limited capacity and be advised, cheques are no longer issued weekly.

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.

CONSENT FORM

I hereby consent and give the City of Richmond Hill, Accounts Payable the authorization to use the attached email 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

Company Name:	
Address:	
Contact Name:	
Phone number and/or extension:	
EFT Remittance 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

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 L4B 3P4
accountspayable@richmondhill.ca