



ELECTRONIC FUNDS TRANSFER (EFT) FORM

To receive payments issued by the University of Alberta

Complete ALL FIELDS below, attach a void personalized cheque and send to:

Attention: Payment Services
Email: accounts.payable@ualberta.ca

University of Alberta
Shared Services Finance
Main Floor Enterprise Square
10230 Jasper Avenue NW
Edmonton AB T5J 4P6 Canada

By completing and submitting this form you agree that your banking information will be used by the University of Alberta for the purpose of automatically depositing Canadian dollar invoice payments directly to your Canadian dollar account.

University of Alberta remittance statements will be emailed to you from travel.expense@ualberta.ca.
Please ensure this email address is added to your list of contacts or save centres.

Supplier/Contractor Information: Vendor ID (internal use only) _____

Full Legal Company Name/Name of Contractor: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Email Address (for remittance statements): _____

Telephone: _____

Printed Name of Company Contact: _____ Signature: _____

Date: _____

Supplier Bank Information: Complete the information and attach a void personalized cheque or direct deposit form issued by your recognized Canadian financial institution.

Name of Bank: _____ [View cheque example](#)

Address of Bank: _____

Institution #: _____ Bank/Transit #: _____ Account #: _____

The personal information on this form is collected for the purpose of electronically transferring funds to your financial institution account. The personal information collected will be used and disclosed in compliance with Section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act. For further information, call 780-492-6849.

Example of a Canadian Cheque

FIRST LASTNAME 000
1234 AVENUE ST
CITY, PROV. Z1Z 1Z1
Tel: (416) 555-0000

PAY TO THE ORDER OF _____ \$ _____
/100 DOLLARS

IN Institution Name
Institution Full Name
Internet: www.institution.com
2345 Street Ave.
City, Prov. Z1Z 1Z1

SWIFT: _____

⑈000⑈ ⑆0⑆234⑈00⑆ ⑆234 56⑈7⑈

⑈000⑈ ⑆0⑆234⑈00⑆ ⑆234 56⑈7⑈

Transit # Institution # Account #