

Automated Clearing House (ACH) Authorization Agreement



Transaction Type New Set Up	or	Cancellation	or	Change of Information	Request Date mm/dd/yy
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Supplier Information

Supplier Name: _____ Tax ID No.: _____
Doing Business As*: _____ **If different from the supplier name*
Supplier Address: _____

Street Address _____ City _____ State _____ Zip Code _____ Phone Number _____

Additional Location**:

** List all locations this bank information applies to. If more room is required, please list on the back of this form.

Contact Name: _____ Phone Number: _____

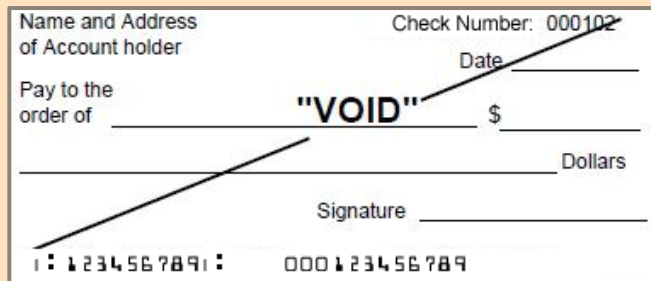
Remittance Email***:

*** The Remittance email detailing the invoice number, invoice amount paid, date of the payment and the total dollar value of the payment will be sent to the remittance email address specified above.

Banking Information

Attach a voided check or bank direct deposit form.

Type of Account: Business Personal



ABA (Routing) Number _____ Account No. _____

Bank Name:

Bank Address:

Street Address _____ City _____

State _____ Zip Code _____ Phone Number _____

ACH ABA Number:

Account No.:

Please use this form to notify us immediately if your banking arrangements change.

Authorization

I (we) hereby authorize Stantec Consulting Services Inc. to direct payments electronically to the bank account specified here. I (we) acknowledge that the origination of the ACH transactions to my (our) account must comply with the provisions of US law. This authorization agreement is effective as of the effective date above and is to remain in full force and effect until Stantec has received notification of its termination. I (we) agree to submit an updated ACH Authorization Agreement Form to Stantec for the cancellation of this agreement or to make any changes to the information provided within this agreement.

Authorized Signature:

Printed Name:

Title:

Phone Number

Date (mm/dd/yy)

Scan and email the completed form and voided check to: accountspayable@stantec.com

Or mail the completed form to:

Stantec Consulting Ltd., Accounts Payable
300 10220 103 Ave, Edmonton, AB T5J 0K4 Canada

Questions?

Email accountspayable@stantec.com or call our Accounts Payable direct line: (780) 969-2221

If your company is using an email filtering program ("SPAM-blocker"), Stantec remittance emails could be blocked. To ensure that you receive your remittance advice, contact your network administrator and have the following email address added to your company's "safe" list: accountspayable@stantec.com.

The individually identifiable and financial information on this form collected by Stantec Consulting Inc. is used only for the purpose of payment of supplier invoices and will not be disclosed to anyone other than the claimant or his/her legal representative.