

Electronic Funds Transfer (EFT) Authorization Agreement



Transaction Type

New Set Up

or

Cancellation

or

Change of Information

Request Date

mm/dd/yy

Supplier Information

Supplier Name:

Doing Business As*:

Supplier Address:

Tax Registration Number:

**If different from the supplier name*

Street Address

City

Province

Postal 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 cheque or bank direct deposit form.

Type of Account:

Business

Personal

The image shows a voided cheque with the word "VOID" printed across it. The fields on the cheque include: Name and Address of Account holder, Cheque Number: 000102, Date, Pay to the order of, Signature, and Bank Information (Transit No., Institution No., Account No.).

Bank Name:

Bank Address:

Street Address

City

Province

Postal Code

Phone Number

Transit No.:

Institution No.:

Account No.:

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

Authorization

I (we) hereby authorize Stantec Consulting Ltd. to direct payments electronically to the bank account specified here. I (we) acknowledge that the origination of the EFT transactions to my (our) account must comply with the provisions of Canadian 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 EFT 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 cheque to: accountspayable@stantec.com

Or mail the completed form to:

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

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 Ltd. 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.

