



Financial Services
100 College Blvd
Box 5005
Red Deer, Alberta
CANADA T4N 5H5
Telephone: 403.342.3340/3341
Fax: 403.343.4063
Web-site: www.rdpolytech.ca

DIRECT DEPOSIT - VENDOR INFORMATION

The personal information that you provide on this form is being collected under the authority of and will be protected in compliance with, the Freedom of Information and Protection of Privacy Act, Section 339c0 and the Personal Information Protection Act of Alberta. It will be used for the purpose of processing a direct bank deposits in order to provide you with payment for a product or service received. If you have any questions about the collection and use of this personal information, please contact Financial Systems and Business Manager in Financial Services at 403.343.4001.

INSTRUCTIONS:

- Please provide all required information and ensure that any changes to this information are forwarded to the Financial Services in a timely manner to avoid disruption of the direct deposit process.
- Attach a **VOIDED** cheque or deposit slip. If a sample cheque or deposit slip is not available, your financial institution **MUST** stamp and initial this form as confirmation of the account information.
- MAIL or FAX the completed form to the address given above OR EMAIL to AccountsPayable@rdpolytech.ca.

VENDOR INFORMATION

BUSINESS FULL LEGAL NAME		GST NUMBER
ADDRESS		
CITY	PROVINCE	POSTAL CODE
REMITTANCE EMAIL ADDRESS	PHONE NUMBER	FAX NUMBER

FINANCIAL INFORMATION

NAME OF FINANCIAL INSTITUTION		
ADDRESS		
BANK CODE	BRANCH NUMBER	ACCOUNT NUMBER

CONTACT INFORMATION

CONTACT NAME	TITLE / POSITION
SIGNATURE	DATE

ATTACH VOIDED CHEQUE/DEPOSIT SLIP

