



**Yellowhead County**  
www.yellowheadcounty.ab.ca

2716 – 1<sup>st</sup> Avenue Edson, AB T7E 1N9 Phone 780-723-4800 Fax 780-723-5066

## AUTHORIZATION FOR ELECTRONIC DIRECT DEPOSIT

VENDOR # \_\_\_\_\_

Initial Set-up

Updated Information

VENDOR NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

**FINANCIAL INSTITUTION** \_\_\_\_\_

**ADDRESS OF FINANCIAL INSTITUTION** \_\_\_\_\_

**ACCOUNT INFORMATION:** *(Canadian bank accounts only)*

**BANK CODE** \_ \_ \_ **TRANSIT (BRANCH)** \_ \_ \_ \_ **ACCOUNT #** \_\_\_\_\_

EMAIL ADDRESS FOR REMITTANCE \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ EMAIL \_\_\_\_\_

TITLE/POSITION \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

Please complete this form and attach a void cheque or bank authorization. The void cheque or bank authorization **MUST** show the account is in the Vendor Name as above. Send to:

Invoices submitted must be in the same name as this authorization to be paid by EFT.

Email: [acctspayable@yellowheadcounty.ab.ca](mailto:acctspayable@yellowheadcounty.ab.ca)

Mail: **Yellowhead County**

2716 – 1<sup>st</sup> Avenue

Edson, AB T7E 1N9 780-723-4800

I/we authorize Yellowhead County to deposit payments to the account indicated above:

SIGNATURE OF SIGNING OFFICER

NAME/TITLE (please print)

DATE

\_\_\_\_\_  
\_\_\_\_\_

Please direct any inquiries to **Accounts Payable** at 1-780-723-4800 or 1-800-665-6030.

Invoices may be scanned and sent via Email to [acctspayable@yellowheadcounty.ab.ca](mailto:acctspayable@yellowheadcounty.ab.ca)

Any information collected by Yellowhead County for the purpose of providing direct deposit service will remain confidential and only disclosed to regulatory bodies with appropriate lawful authority. The direct deposit authorization will remain in effect until written notice of cancellation is received by Yellowhead County.



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January 1, 2020

RE: Electronic Direct Deposit

In an effort to be environmentally friendly by providing a paperless option, Yellowhead County can set up Accounts Payable Vendors to receive Direct Deposit payments to their bank. Payment of invoices by direct deposit will eliminate delivery disruptions or lost mailings.

Your bank statement will reference the payments from Yellowhead County and a remittance advice will be issued via Email.

If you would like to apply to have Direct Deposit payments, please complete and sign the attached authorization and return with a void cheque or bank authorization. . The void cheque or bank authorization **MUST** show the account is in the Vendor Name as above.

Invoices submitted **MUST** be in the same name as the authorization to be paid by EFT.

If you have any questions, please contact Accounts Payable at 780-723-4800 or Email to [acctspayable@yellowheadcounty.ab.ca](mailto:acctspayable@yellowheadcounty.ab.ca) .

Invoices can also be scanned and sent via Email in order to expedite processing.

Sincerely,

Donna Simon  
Accounting Supervisor