



Home Education Reimbursement VENDOR SETUP-ELECTRONIC FUNDS TRANSFER (EFT) FORM

To receive payments issued by the Peace River School Division

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

The Peace River School Division
4702 51 St
Box 380
Grimshaw AB T0H 1W0

Attention: Tammy Chaffey
Email: Finance@prsd.ab.ca

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

Peace River School Division remittance statements will be emailed to you from Finance@prsd.ab.ca Please ensure this email address is added to your list of contacts.

Date: _____ Vendor ID (internal use only) _____

Guardian Information

Name: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Email Address (for remittance statements): _____

Telephone: _____

Signature: _____

I want to be paid by Direct Deposit (Complete section below)

Mail me a Cheque

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 #: _____

If at any time your banking information changes, please notify the Peace River School Division at the above address prior to the change by completing the required documents. In the absence of such notification, Peace River School Division will not be held responsible for misdirected funds.



ELECTRONIC FUNDS TRANSFER (EFT) FORM

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Example of a Canadian Cheque

FIRST LASTNAME 000
1234 AVENUE ST
CITY, PROV. Z1Z 1Z1
Tel: (416) 555-9999

PAY TO THE ORDER OF _____ \$ _____
100 DOLLARS

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

www: _____

⑈000⑈ ⑆0 234 00⑆ ⑆234 56 7⑈

