

DIRECT DEPOSIT APPLICATION FORM FOR CANADIAN DOLLAR BUSINESS ACCOUNTS



The Corporation of the Town of Newmarket uses CIBC for all its banking operations. Payments will be made via direct deposit instead of paper cheques. Cheque payments will continue to be offered in a limited capacity.

The following information is required from all vendors

REGISTERED COMPANY OR PERSONAL NAME _____

BUSINESS/ HOME ADDRESS _____

HST NUMBER

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HST Number MUST match registered name under Government of Canada's GST/HST Registry search

PAYMENT INFORMATION | To ensure the accuracy of your account information, please attach a Void Cheque OR a Letter/Confirmation from your Bank/ Financial Institution that includes the following Account Name, Bank name, Bank address, Transit, bank # and Account #.

REMITTANCE INFORMATION

A confirmation will be emailed for each payment made. It is recommended that the e-mail account used for the payment advice be a secured generic account that will not be affected by a change of staff in your organization.

REMITTANCE E-MAIL ADDRESS _____

CONTACT NAME _____ **TITLE** _____

PHONE () _____ **E-MAIL ADDRESS** _____

I/we hereby authorize the Corporation of the Town of Newmarket to make payments via direct deposit. (Attached details confirmed)

AUTHORIZED SIGNATURE _____ **TITLE** _____

An authorized signatory is a person who has the power to sign and legally act on behalf of your business. The authorized signatory must have their name stated in the official business/company records.

PRINTED NAME _____ **DATE** _____

Please email or fax your completed form to Accounts Payable Finance Department

Email | accountspayable@newmarket.ca **Fax #** | 905-953-5150

Corporate & Financial Services | Accounts Payable | Finance Department
TOWN OF NEWMARKET | 395 Mulock Drive | PO Box 328 STN Main | Newmarket ON | L3Y 4X7
www.newmarket.ca | accountspayable@newmarket.ca | 905-953-5300