



ELECTRONIC PAYMENT SERVICES

TO THE TREASURER/CONTROLLER – FOR CANADIAN COMPANIES ONLY

Dear Treasurer/Controller:

In the Spring of 2012, McGill University implemented an electronic payment service for all of its suppliers. This payment method allows McGill to pay invoices in a more efficient and timely manner.

Electronic payment services offers tremendous advantages, such as:

- Faster payments deposited directly in the Canadian bank account of your choice
- Complete remittance information sent via email to your accounts receivable department
- Reduced costs by not having to deal with cumbersome cheque and deposit processes
- No cheques lost in the mail and independence from mail services in case of strike
- Promotes sustainability

For your Company to be eligible for this electronic payment service, please complete the form below and send it to us by email, along with an image of your Company's void cheque by clicking [here](#).

All questions regarding this service should be emailed to us by clicking [here](#).

You will be notified prior to receiving the first electronic payment.

Thank you for choosing to subscribe to our Electronic Payment Service.

Cordially,

François Pouliot
Director, Procurement Services



REQUEST FOR ELECTRONIC PAYMENT SERVICES – CANADIAN BANK

Please complete this form and submit it along with your Company's void cheque to epayment.services@mcgill.ca. **Note:** The address on the cheque must match the address captured below. Otherwise, a bank letter is required with the appropriate account and address information.

| | |
|--|--|
| Supplier ID: | |
| Supplier Name: | |
| Supplier Address: | |
| Remittance notification email address: | |

*Account information (complete for **one account** only)*

CAD\$ Account

Bank Code Transit Number Account Number

⦿⦿00⦿⦿ ⦿⦿12345⦿⦿678⦿⦿ ⦿123⦿⦿456⦿⦿7⦿⦿

Cheque # Transit # Bank Code Account #
(Not required) (Required) (Required) (Required)

AUTHORIZATION – TO BE COMPLETED BY SUPPLIER

| | |
|------------|--|
| Date: | |
| Signature: | |
| Name: | |
| Title: | |