



ELECTRONIC PAYMENT SERVICES

Dear Supplier:

McGill University has implemented a mandatory electronic payment service for its suppliers.

Any supplier with an active Canadian bank account (in CDN currency) at a Canadian bank, in Canada must register for direct deposit in order to remit payment of their goods or services.

This payment method allows McGill University to pay invoices in a more efficient and timely manner. Electronic payment services offer tremendous advantages to the supplier as well, such as:

- Faster payments deposited directly to the financial institution of your choice
- Complete remittance information sent via email
- Reduced costs related to manual cheque and deposit process
- Reduced risk for potential loss of cheques using mail delivery
- Promotes sustainability

For your company to be eligible for this electronic payment service, please complete the form duly signed, **include an image of your company's void cheque or bank confirmation letter**, and send it to us by email.

Suppliers will be notified of their acceptance before receiving the first electronic payment.

All questions regarding this service should be emailed to us at epayment.services@mcgill.ca. 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

Senior Director, Procurement Services
McGill University



REQUEST FOR ELECTRONIC PAYMENT SERVICES – CANADIAN FINANCIAL INSTITUTIONS

Please complete this form duly signed and include **an image of your company's void cheque or bank confirmation letter**. The address on the cheque must be identical to the address captured below. Otherwise, McGill University will require a letter from the financial institution with the appropriate account and address information for your business.

Supplier ID:			
Supplier name:			
Supplier address:			
Supplier telephone number:		ext.:	
Remittance notification email address:			

Account information :

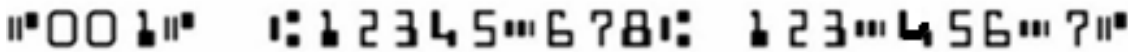
CAD\$ account

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Bank code

Transit number

Account number



Cheque #
(Not Required)

Transit #
(Required)

Bank code #
(Required)

Account #
(Required)

AUTHORIZATION – TO BE COMPLETED BY SUPPLIER

Date:	
Signature:	
Name:	
Title:	