



Direct Deposit Enrollment Form

☐ **New Application** ☐ **Change to Existing Information**

The City of Spruce Grove is pleased to provide electronic funds transfer for vendor related payments. When processed, your funds will be directly deposited into your account. The email will contain an attachment providing the same detail that is currently on the cheque stub.

Please complete this form and forward it to us by any of the following methods:

Email: apayables@sprucegrove.org

Mail: City of Spruce Grove, 315 Jespersen Ave. Spruce Grove, AB T7X 3E8, Attention: Accounts Payable

or Fax: 780-962-2526

I authorize the City of Spruce Grove to deposit reimbursement payments to the above bank account and to forward my remittance to the email address provided .

Vendor Information – Please fill in all the information requested below:

Company Name: _____

Mailing Address: _____

City: _____ Province: _____ Postal Code: _____ GST # _____

Contact Person: _____ Telephone Number: _____

Email Address to send Remittance to: _____

Account Information-You must choose option A or B

Option A:

Attach a **VOIDED** cheque to this form (please ensure that the banking numbers across the bottom of the cheque are legible and the name matches the **payable** that is on your invoice).

Option B:

Attach a bank pre-printed deposit form or attach a letter from your bank, which shows your deposit account information.

I authorize the City of Spruce Grove to deposit invoiced payments to the above bank account and to forward my remittance to the email address provided.

Authorized Signature: _____ Date: _____

Printed Name: _____ Title: _____

This information is being collected under the authority of section 33(c) the Freedom of Information and Protection of Privacy (FOIP) Act. It will be used to process electronic funds transfers and bill payments with the City of Spruce Grove. The personal information provided will be protected in accordance with Part 2 of the Act. If you have any questions regarding the collection, use and disclosure of personal information, please contact the FOIP Coordinator at 780-962-2611.