



Box 370
Carstairs, AB T0M 0N0
Phone: 403.337.3341
Fax: 403.337.3343
www.carstairs.ca

Electronic Funds Transfer (EFT) Authorization

The Town of Carstairs is pleased to provide electronic funds transfer for all vendor related payments. Instead of mailing a cheque for payment of your invoices, we will electronically transfer the payment to your bank account and notify you via email that the bank deposit is being made. The email will contain an attachment providing the same detail that is currently on the cheque stub. This will benefit your cash flow by getting funds into your bank account faster and avoid problems with lost and stolen cheques and postal disruptions.

Please Print Clearly

New Revised

Customer Name: _____

Mailing Address: _____

Contact Person: _____

Phone Number: _____

Email Address: _____

Direct Debit Information

You **MUST** provide either a **VOID cheque** or bank account verification from your bank

Bank ID: _____

Transit ID: _____

Account Number: _____

I, the undersigned, hereby authorize the Town of Carstairs to deposit funds into the financial institution indicated above.

I understand that that the remittance advice will be sent to the email indicated above.

I may revoke this authorization at any time with written notice.

Authorized Signature: _____

Date: _____

Printed Name: _____

Title: _____

Upon completion, please fax this form to 403.337.3343, email it to carriei@carstairs.ca, or mail it to the town of Carstairs at the address listed above.

Office Use Only

Processed By: _____

Date: _____