



**Mailing Address**  
 PO Box 270 Bridgenorth  
 Ontario K0L 1H0

Tel: 705 292 9507  
 Fax: 705 292 8964

www.selwyntownship.ca

# Accounts Payable

## Application for Vendor Direct Deposit

Payment will be posted on or around the 15th and 30th of each month based on the terms of the invoice and Selwyn Township management approval.

- You may terminate this arrangement at any time. Please advise the Selwyn Finance Department at least 10 business days prior to next expected payment. The Change of Banking Information and Cancellation forms can be obtained from the Finance Department.
- If your banking information is rejected upon processing, a cheque will be issued and the information will be removed from your account.

I/we hereby authorize the **Township of Selwyn**, through the Canadian Imperial Bank of Commerce, to deposit our payments to the bank account as indicated below. I/we will advise Accounts payable of any change in this regard and the authorization is to remain in effect until I/we cancel it in writing, with the sign off from authorized officers.

Please see account information below for Direct Deposit.

<b>Vendor Detailed Banking Information</b>			
Bank Name:			
Bank Address:			
Branch Transit (5 digits):	Bank No:	Account Number:	
<b>Vendor Company Information</b>			
Company Name:			
Company mailing Address:			
Receivable Email Address:			
These services are for: (check one) <input type="checkbox"/> Personal <input type="checkbox"/> Business			
<b>Vendor Company Officers</b>			
Name:		Name:	
Title:		Title:	
Phone:	Fax:	Phone:	Fax:
Signature:		Signature:	
Date requested:			

**Return instructions:**      **Email:** finance@selwyntownship.ca      **Fax:** 705-292-8964  
**Mail:** PO Box 270, Bridgenorth ON K0L 1H0      **Person:** 1310 Centre Line

For internal use: Vendor # \_\_\_\_\_

Personal information on this form is collected for the purpose of direct deposit. The personal information submitted will be used to provide you with information or updates on services or activities that the Township of Selwyn delivers under the Municipal Act or other legislation. If you have any questions about how the information will be used, please contact the Clerk.