



August 18th, 2016

ATTENTION: FINANCE/ACCOUNTING DEPARTMENT

ICTC is pleased to inform you that we will be implementing Electronic Fund Transfer(EFT)/ Direct Deposit as our new payment method to all vendors. Instead of sending out payments via cheque, payments will be deposited directly into your bank account, with an email confirming the deposit. This fast and secure payment method will eliminate cheque fraud, lost or stolen cheques and time delays involved with sending payments out by cheque.

In order to create your EFT payment file, please complete the attached authorization form and provide us with a void cheque by September 15th, 2016 so we can switch your company/organization to EFT. All documents should be returned to any of the below listed destinations:

- mail: ICTC – 116 Lisgar Street, Ottawa, ON K2P 0C2
- email: finance@ictc-ctic.ca
- Fax: 613-230-3490

If you have any questions, please contact Marina Ceclan at 613-237-8551 ext. 142 or m.ceclan@ictc-ctic.ca



Electronic Funds Transfer (EFT) Authorization

Company / Vendor Information/ Information sur l'Entreprise/Employeur

Name / Nom :	
Address / Adresse :	
Contact person and Title/ Personne de contact et Titre :	
Tel. / Tél. :	Fax / téléc :
E-mail / Courriel :	

Banking information/Information d'institution financière

Name of Financial Institution/ Nom d'institution financière :	
Branch Address /Adresse de la succursale :	
Financial Institution Number / Numéro d'institution financière :	Transit number :
Account number/Numéro de compte :	

Authorization and signature / Autorisation et signature

Authorized Signature / Signature Autorisée :	Date / Date :
Name / Nom :	Title / Titre :
Authorized Signature / Signature Autorisée :	Date / Date :
Name / Nom :	Title / Titre :