

IMPORTANT NOTICE

Electronic Funds Transfer

To: Supplier Accounts Receivable

RE: Electric Funds Transfer

Electronic Fund Transfer is required for supplier invoice payments at BGIS. **Payment of invoices by direct deposit will benefit your organization by eliminating your time spent depositing payments, eliminating the possibility of delivery disruptions or lost mailings, and the threat of fraud, lost or stolen cheques.**

In order to take advantage of our direct deposit program, we ask that you please complete the attached form and return it to us with a "void cheque" sample.

If you have any questions or comments regarding the EFT process, please e-mail BGISUS.Invoice@bgis.com.

Thank you on behalf of BGIS for your continued support.

Sincerely,
Jacqueline Ho
Director, Financial Shared Services
4175 14th Avenue
Markham, ON
L3R 0J2



Electronic Funds Transfer

Consent Form

I hereby consent and give BGIS the authorization to use the attached banking information to process an electronic payment directly to my organization's bank account through the use of Electronic Funds Transfer. I understand the information will be kept confidential and not used for any other purpose.

I also agree to update BGIS should any of the banking information below change.

Instructions: Please complete **Part One** and **Part Two**.

Part One – Remittance information

Supplier/ Name and address	
Supplier/Contact Name	Phone No. & Ext
Print Name of Signing Authority	Title
Phone number and extension	
Authorized Signature	

Please provide an email address below to receive your payment details. It is highly recommended that you provide a generic contact to ensure that the information is received.

Email address for remittance: _____

Part Two – Payment information

To ensure the accuracy of our account information, you must attach/fax a void cheque and complete the following:	
Name of Financial Institution	
Address of Financial Institution	

BANK ACCOUNT INFORMATION:

USD\$ Bank Account Number

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ACH Routing Number (9 digits)

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Please send your completed form and “Void Cheque” to

BGIS
Financial Shared Services Centre
PO Box 4800
4175 14th Avenue
Markham, ON L3R 0J2

Or email submission to BGISUS.Invoice@bgis.com.