**Direct Deposit Notification**

This notification is to advise our membership that the Craft Council of Newfoundland and Labrador as of May 1, 2020, we will pay all future invoices electronically using Direct Deposit. To accomplish this, we require your banking information to automatically credit your bank account, along with an email address to direct the payment details to you.

Please complete the section below and attach A VOID check (not deposit slip) from your account OR A letter from the servicing bank.

This information is REQUIRED for ALL suppliers to process their Direct Deposit setup.

Supplier/Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_authorize the Craft Council of Newfoundland and Labrador to direct deposit my payments into the following bank account:

*Please Print:* Date (DMY)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Type of Account: Checking Savings

Obtain the following information from your bank with instructions that this is being used for DIRECT DEPOSIT PROCESSING

|  |  |  |
| --- | --- | --- |
| Bank Name | | |
| Bank Street Address | | |
| City | Prov. | Postal Code |
| Transit # | Institution # | Account # |
| A VOID check (not deposit slip) from your account OR A letter from the servicing bank MUST BE enclosed with this request for verification of bank encoding | | |

|  |  |  |
| --- | --- | --- |
| Name of Business (DBA: Doing Business As): | | |
| Street Address | | |
| City | Prov. | Postal Code |
| Email Address for Remittance Detail | | |
| Signature of Authorized Representative of the Business  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Written Signature Required Printed Name Phone # | | |

Mail to: