

**DIRECT DEPOSIT PAYMENT AGREEMENT**



**Company Information:**

VENDOR NAME: \_\_\_\_\_

VENDOR ADDRESS: \_\_\_\_\_

ACCOUNTS RECEIVABLE  
CONTACT NAME: \_\_\_\_\_

CONTACT TELEPHONE NUMBER: \_\_\_\_\_

FAX and E-MAIL ADDRESS: \_\_\_\_\_

My preferred method of notification is (choose one):  fax or  email

**Bank and Branch Information: Only Canadian Bank Accounts**

BANK NAME: \_\_\_\_\_

BANK ADDRESS: \_\_\_\_\_

BANK PHONE NUMBER: \_\_\_\_\_

**BANK ACCOUNT NUMBER**

\_\_\_\_\_

**BANK NUMBER**

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**TRANSIT NUMBER**

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(One number per box. Include leading zeros only if they appear on your void cheque.)

**Additional required information:**

I HAVE ATTACHED A CHEQUE MARKED VOID, OR

I HAVE ATTACHED A LETTER FROM MY BANK CONFIRMING OUR BANK INFORMATION

**Important Notes:**

This form will not be processed in the absence of a void cheque or letter from your bank. Only cheques printed with your company name and logo are acceptable as void cheques. Please provide a letter from your bank if you do not yet have customized cheques.

**Should your banking or contact information change, please contact the Accounts Payable Department immediately. Rankin Construction will not be responsible for any transmission errors caused by your failure to keep your information up to date.**

Rankin Construction is hereby authorized to credit payment of all future invoices to the bank designated, until cancelled in writing.

\_\_\_\_\_  
SIGNATURE:

\_\_\_\_\_  
DATE:

\_\_\_\_\_  
NAME: (please print)  
(Must be signed by an authorized signing officer of the corporation)

\_\_\_\_\_  
TITLE: