



Corporate Services Department
Finance Division

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DIRECT DEPOSIT FOR VENDORS

The City of Orillia uses direct deposit for payments to our vendors. Payments made via Electronic Fund Transfer (EFT) allow vendors faster access to their funds and ensures payment is made in a timely manner.

Please complete the information form below and provide a **VOID CHEQUE** or **PRE-AUTHORIZED DEPOSIT FORM** from the bank. By providing us with your banking information, you are authorizing us to deposit funds directly into your bank account.

Should your banking information and/or contact information change in the future, please notify the City of Orillia as soon as possible.

Vendor Information		
Vendor Name:	_____	
	(ensure this matches name that appears on bank account)	
Address:	_____	

Remittance Email:	_____	
Contact Name:	_____	Email: _____
Telephone:	_____	Fax: _____
Authorized by:	_____	_____
	Please Print Name	Signature Date

Information is confidential and will be used solely for the purpose of this program.

Please return the form by:

Fax: 705-325-5178 (ATTN: Accounts Payable) OR Email: ap@orillia.ca

For Office Use Only: Vendor ID: _____ Date: _____ Initials: _____
