



Hastings Highlands

Beautiful By Nature

33011 Hwy 62
PO Box 130
Maynooth, Ontario K0L 2S0
Tel: 613-338-2811
Toll Free: 1-877-338-2818
Fax: 613-338-3292

Email: payments@hastingshighlands.ca

Accounts Payable
Direct Deposit (EFT)
Vendor Enrollment

The Municipality of Hastings Highlands offers payments to vendors (corporate or individual) via direct deposit into a bank account. A deposit notification showing the payment details will be sent by email.

Benefits of enrolling in direct deposit include:

- Eliminating the possibility of delivery disruptions or lost/stolen cheques
- Providing immediate access to your funds while reducing time spent depositing payments
- Reducing the use of paper and being more environmentally friendly

To take advantage of this program, please complete the application form and return it with a void cheque or bank letter to the contact information above.

NOTE: The Municipality requires ten (10) business days notice to process any changes to your direct deposit information (e.g. banking information, email address, or direct deposit cancellation).

This form can be found on our website: www.hastingshighlands.ca by accessing Municipal Services → Budget and Finance → Vendor Direct Deposit Enrollment



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Vendor Direct Deposit Enrollment Form

Section A – Company/Organization/Individual Details:
Vendor Name:
Contact Name:
Address:
Email Address (where payment confirmation is to be sent to):
Company Phone Number:

Section B – Requested Action	
Check one only:	Effective Date
<input type="checkbox"/> New Direct Deposit (first-time setup)	
<input type="checkbox"/> Change Direct Deposit Information	
<input type="checkbox"/> Cancel Direct Deposit Setup	

Section C – Institution Information		
Your account information must be recorded accurately. If account numbers are missing or the information is incorrect the deposit will be rejected. For this reason be sure to include all "0" and "-" when recording your account number. Please also include a VOID cheque or letter from your bank <u>confirming your account number when you return this form.</u>		
Bank transit Number (5 digits):	Bank Number (3 digits):	Bank Account Number:
Bank Name:	Bank Address:	

Section D – Authorization and Signature	
Please sign below to confirm you are authorizing The Municipality of Hastings Highlands to begin transferring payments for your invoices to the account noted above and that you consent to receive an email with confirmation of payment.	
Signature:	Date:

- **Please submit the completed form and a copy of a void cheque or a letter from your bank providing confirmation of your account information. Email this form back to payments@hastingshighlands.ca or mail a copy to Hastings Highlands:
33011 Hwy 62N, P.O. Box 130
Maynooth, ON K0L 2S0**

- By signing this form you authorize the Municipality of Hastings Highlands to deposit payments to the bank account specified. You agree that the Municipality will not be liable for any loss occurring after the deposit has been made to the identified bank account. You agree that any duplicate payment, overpayment, fraudulent payment, or payment made in error will be promptly returned to the Municipality. You acknowledge that the Municipality requires at least ten (10) business days notice to process any changes to information and agree to submit any changes in writing. Any fees incurred by the Municipality as a result of changes to banking information will be charged back to the vendor.
- Your EFT information will remain in effect until you update the information by submitting a new Vendor Direct Deposit Enrollment Form.