

**Re: Electronic Funds Transfer – Bank Account Update**

Dear Valued Supplier,

The Municipality of Kincardine requires that all existing vendors requesting to have their bank account information changed to a new bank account, to please complete the form below. This will not only ensure that our vendor records are up to date but will also serve as an additional security measure to prevent fraud. Once the completed form has been returned, all future payments will be deposited into your new bank account as requested.

Please complete the form and return it either by fax, mail or email with a void cheque or statement from your bank to:

Municipality of Kincardine  
Attn: Accounts Payable  
1475 Concession 5, RR#5  
Kincardine, ON N2Z 2X6  
Fax: (519) 396-1488  
Email: [accountspayable@kincardine.ca](mailto:accountspayable@kincardine.ca)

If you have any questions, please feel free to contact me.

Sincerely,

Alex Neitzel,  
Accounts Payable Clerk  
519-396-3468 x.7102

## EFT Authorization Form – Bank Account Update

Company Name:	
Business Number:	
Address:	
Contact Name:	
Contact Phone Number:	
Remittance Email Address:	

### **PREVIOUS** Bank Account

Financial Institution:	
Address:	
Transit Number:	
Institution Number:	
Account Number:	

### **CURRENT** Bank Account (**Please attach a void cheque**)

Financial Institution:	
Address:	
Transit Number:	
Institution Number:	
Account Number:	

\*\*All future payments will be deposited into this account

Authorized Signature(s):

Print Name/Title:

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\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_