

**Re: Electronic Funds Transfer**

Dear Valued Supplier,

The Municipality of Kincardine is implementing an Electronic Funds Transfer (EFT) payment process. With EFT, vendors will no longer receive a cheque for payment. Instead, funds will be electronically transferred to the vendor's bank account.

This conversion to EFT provides enhanced security, eliminates cheque fraud, reduces costs, and improves timing of payments. Every EFT transaction will be accompanied by an email notification of the amount that will be deposited into your bank account with the relevant invoice information.

Please complete the attached 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



Municipal Administration Centre  
1475 Concession 5, RR#5  
Kincardine, ON N2Z 2X6  
Phone: (519) 396-3468

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## EFT Authorization Form

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

Name of Financial Institution:	
Address:	
Transit Number:	
Institution Number:	
Account Number:	

Authorized Signature(s):

Print Name/Title:

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

**Please attach a void cheque.**