

## Electronic Payment Form

### VENDOR INFORMATION

Name: \_\_\_\_\_ Title/Position: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

If Applicable - Contact Name: \_\_\_\_\_ Title/Position: \_\_\_\_\_

### BANKING INFORMATION

To ensure the accuracy of our account information, please attach a "VOID" cheque or bank verification form (from your banking institution).

# Attach Cheque Here

### REMITTANCE INFORMATION

Email Address: \_\_\_\_\_

No remittance advice necessary

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

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### PLEASE MAIL COMPLETED FORM TO:

Lakehead University  
Finance Services, Accounts Payable  
955 Oliver Road  
Thunder Bay, ON, P7B 5E1

ATTENTION: R. Kiessig  
acctspayable@lakeheadu.ca

### PRIVATE AND CONFIDENTIAL

NOTE: For your protection, we will not process this form without either a sample cheque mark VOID or a new Direct Deposit/Pre-authorized Transactions Form from your financial institution. You should be able to request this form at any branch of your bank. Ensure that all digits of your bank, branch and account numbers are entered correctly, otherwise we will be unable to deposit your payment.

This form will authorize deposits via Electronic Funds Transfer (EFT) from Lakehead University directly into your bank account indicated on this form. You will receive an email notification at the email address you provide.

