

Supplier Registration for Direct Deposit Payments

The personal information requested on this form is kept confidential and its use, to administer Direct Deposit Payments for Suppliers, is guided by the University's Privacy Policy (www.upei.ca/privacy/). Questions on the collection and use of this information can be directed to the Accounting Manager at (902) 566-0470.

Dear Supplier:

As part of our e-commerce strategy, the Accounting Office, of UPEI, is promoting **Direct Deposit Payments** to suppliers for goods and services received from the suppliers. Direct Deposit Payments will benefit the University by reducing costs and activities associated with generating cheques.

Benefits, to you as a supplier, of receiving payments through direct deposit include:

- < you will have immediate access to funds, versus waiting for cheques delivered by mail
- < a reduction in time you spend depositing cheques
- < elimination of delivery disruptions, such as lost mail as a result of incorrect mailing addresses
- < the elimination of stale-dated cheques

Note: *Information which was previously provided on the cheque stub will be sent to you by e-mail.*

In order to establish a direct-deposit payment profile, you are requested to provide the following information. An **authorized signing officer** must sign the form. Also, **please include a voided cheque.**

Vendor Name:		
Address:		
City:	Province:	Postal Code:
Tel:	Fax:	
E-mail Address (required so that we can provide you with remittance details):		
_____ <i>Company Name</i>	_____ <i>Authorized Signature</i>	
Hereby authorizes the Accounts Payable Department, University of Prince Edward Island, to electronically deposit to the account number noted on the attached voided cheque.		

Send this completed form and your voided cheque to:

Deidre Smith
 Manager of Accounting, University Of Prince Edward Island
 550 University Ave.
 Charlottetown, PE
 C1A 4P3

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