



Direct Deposit Enrollment Form

The City of Spruce Grove is pleased to provide electronic funds transfer for vendor related payments. When processed, your funds will be directly deposited into your account. The notification email will contain an attachment providing the same detail that is currently on the cheque stub.

Please complete this form and forward it to us by any of the following methods:

Email: apayables@sprucegrove.org

Fax: 780-962-2526

Mail: City of Spruce Grove, 315 Jespersen Ave. Spruce Grove, AB T7X 3E8, Attention: Accounts Payable

Vendor Information

Company Name:

Address:

Street Address

Apartment/Unit #

City

Province

Postal Code

Remittance Notification Email:

Contact Name:

Contact Number:

GST #:

Account Information – Choose Option A or B

Option A

Attach a VOIDED cheque to this form (please ensure that the banking numbers across the bottom of the cheque are legible and the name matches the payable that is on your invoice).

Option B

Attach a bank pre-printed deposit form or attach a letter from your bank, which shows your deposit account information.

Authorization Agreement

I hereby authorize City of Spruce Grove to initiate automatic deposits to my account at the financial institution indicated on the attached VOID cheque or pre-printed deposit form attached.

Further, I agree not to hold City of Spruce Grove responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution or due to an error on the part of my financial institution in depositing funds to my account.

Name:

Title:

Signature

Date

This information is being collected under the authority of section 33(c) the Freedom of Information and Protection of Privacy (FOIP) Act. It will be used to process electronic funds transfers and bill payments with the City of Spruce Grove. The personal information provided will be protected in accordance with Part 2 of the Act. If you have any questions regarding the collection, use and disclosure of personal information, please contact the FOIP Coordinator at 780-962-2611 or email FOIP@sprucegrove.org