



The Board of Education of School District No. 84 (Vancouver Island West)



#2 Hwy 28, POB 100
Gold River BC, V0P 1G0
Phone 250-283-2241 Fax 250-283-7352

RE: ELECTRONIC FUNDS TRANSFERS (EFT) PAYMENTS

The Board of Education of School District No. 84 (Vancouver Island West) has implemented Electronic Funds Transfer (EFT) to make payments to our suppliers. This means your payment can be deposited directly into your company's bank account rather than receiving a cheque. This will provide you with a more efficient way of receiving your payments by eliminating the time it takes for our cheque to arrive by mail and for you to deposit it into your bank. You will receive an EFT Notification via E-mail on the invoices being paid on the EFT payment deposited into your account.

This EFT option is available to you but, if you prefer, you may continue to receive cheques in payment of your invoices. If you would like to participate in the EFT payment, please complete the form below and return it to the mailing address or fax (as stated in the header of this letter). If you have any questions regarding EFT payment option, please contact me at 250-283-2241. Ext 221.

Sincerely,

Ellena Gjesdal
Accounts Payable
egjesdal@viw.sd84.bc.ca

Yes, I want to receive payment via EFT. *(please check box)*

Company Name: _____

Address: _____

City/Province/Postal Code _____

Bank Name: _____

Bank Location: _____

Bank (Institution) # _____ Transit # _____ Account # _____

Authorization (Print) _____

Authorization Signature: _____ Date: _____

Please email EFT Notification of payments to:

Email Address: _____

*****PLEASE INCLUDE A COPY OF A BLANK CHEQUE MARKED "VOID"*****