



SCHOOL DISTRICT #84 - VANCOUVER ISLAND WEST

#2-Hwy28 Box 100, Gold River, BC, V0P 1G0
Phone 250-283-2241 Fax 250-283-7352 Email: lunger@viw.sd84.bc.ca

RE: ELECTRONIC FUNDS TRANSFERS (EFT) PAYMENT

School District No. 84 (Vancouver Island West) has implemented Electronic Funds Transfer (EFT) to make payments to our suppliers. 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.

If you would like to participate in the EFT payment, please complete the form below and return it to the School Board Office. If you have any questions regarding EFT payment option, please contact me at 250-283-2241.

Sincerely,

Lynne Unger
Accounts Payable

To receive payment via EFT:

Company Name: \_\_\_\_\_

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

City, Prov, Postal Code \_\_\_\_\_

BankName: \_\_\_\_\_

Bank Location: \_\_\_\_\_

Bank (Institution) #: \_\_\_\_\_ Transit#: \_\_\_\_\_ Account#: \_\_\_\_\_

Authorization (Print): \_\_\_\_\_

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

Please Email the EFT Notification of payments to:

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