



SCHOOL DISTRICT #84- VANCOUVER ISLAND WEST

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

ELECTRONIC FUNDS TRANSFERS (EFT) DIRECT DEPOSIT PAYMENTS

School District No. 84 (Vancouver Island West) has Electronic Funds Transfer (EFT) – Direct Deposit to make payments to our suppliers/vendors. Your payment can be deposited directly into your company's bank account rather than receiving a cheque. 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,

Ellena Gjesdal
Accounts Payable

EFT/Direct Deposit:

Vendor/Person Name _____

Address: _____

City, Prov, Postal Code _____

Bank Name: _____

Bank Location: _____

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

Authorization (Print): _____

Signature _____ **Date:** _____

Please Email the EFT/DD Notification of payments to:

Email Address: _____

Please include one of the following:

- a) **VOID CHEQUE**
- b) **DIRECT DEPOSIT FORM** from your banking institution

