



To increase efficiency and streamline manual payments, the Northwest School Division #203 will offer our Canadian suppliers the option of having us credit your bank account directly through an electronic payment. This option will allow us to deposit directly into your bank account and email the direct deposit statement with the details of the payment. Direct deposit is a safe method of receiving payment with no mail delivery delay or extra trips to the bank. If you are interested in participating, please provide the following information:

Name: _____
Mailing Address: _____
City: _____ Province: _____ Postal Code: _____
Phone: _____ Fax: _____
Email: _____
(used for statement delivery)
GST # _____ Exempt ___Y___N PST # _____ Exempt ___Y___N

I/we hereby authorize and request the Northwest School Division #203 to make payments due to me/my organization, by direct deposit into the account provided with this application, until cancelled in writing.

Approver's Name: _____
Position: _____
Signature: _____ Date: _____

Financial Institution Information:

- ☐ As per attached void cheque (*The payee's name and address and account information should be pre-printed on the cheque.*)
- ☐ As per banking information (*Attach a letter or obtain a stamp from your financial institution verifying the following information.*)

Financial institution stamp:

Name: _____
Mailing Address: _____
City: _____ Province: _____ Postal Code: _____
Phone: _____

Bank No.			Transit No.			Account No.													

Please return completed form to: accounting.department@nwsd.ca or to the address shown below.

NWSD Use Only:

Date received: _____
Date entered: _____ Initials: _____
Date reviewed: _____ Initials: _____

Any questions or concerns can be directed to the Accounting Department at above email or by calling 306-236-5614.