

IMPORTANT NOTICE

Electronic Funds Transfer

To: Supplier Accounts Receivable

RE: Electric Funds Transfer

Electronic Fund Transfer is required for supplier invoice payments at BGIS Global Integrated Solutions. **Payment of invoices by direct deposit will benefit your organization by eliminating your time spent depositing payments, eliminating the possibility of delivery disruptions or lost mailings, and the threat of fraud, lost or stolen cheques.**

In order to take advantage of our direct deposit program, we ask that you please complete the attached form and return it to us with a "void cheque" sample.

If you have any questions or comments regarding the EFT process, please e-mail Payment.Inquiry@BGIS.com

Thank you on behalf of BGIS Global Integrated Solutions for your continued support.

Sincerely,

Jacqueline Ho
Director Financial Shared Services
BGIS



Electronic Funds Transfer

Consent Form

I hereby consent and give BGIS the authorization to use the attached banking information to process an electronic payment directly to my organization's bank account through the use of Electronic Funds Transfer. I understand the information will be kept confidential and not used for any other purpose.

I also agree to update BGIS should any of the banking information below change.

Instructions: Please complete **Part One** and **Part Two**.

Part One – Remittance information

Supplier/ Name and address		
Supplier/Contact Name		Phone No. & Ext
Print Name of Signing Authority		Title
Phone number and extension		
Authorized Signature		

Please provide an email address below to receive your payment details. It is highly recommended that you provide a generic contact to ensure that the information is received.

Part Two – Payment information

To ensure the accuracy of our account information, you must attach/fax a void cheque and complete the following:	
Name of Financial Institution	
Address of Financial Institution	

BANK ACCOUNT INFORMATION:

CAD\$ Account

Bank Code
(4 digits)

Transit Number
(5 digits)

Account Number
(Maximum 12 digits)

Please send your completed form and "Void Cheque" to

BGIS Global Integrated Solutions
Financial Shared Services Department
PO Box 4800
4175 14th Avenue
Markham, ON
L3R 4E6