



Electronic Funds Transfer Consent Form

I hereby consent and give BGIS Global Integrated Solutions (BGIS) the authorization to use the attached banking information to process an electronic payment directly to my organization's bank account. I understand the information will be kept confidential and not used for any other purpose. I also agree to update BGIS Global Integrated Solutions (BGIS) should any of the banking information below change.

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

Part One – Remittance information

Supplier Legal Company Name	
Supplier Company Address	
Supplier/Contact Name	
Print Name of Signing Authority	
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.

Email address for Remittance Advice: _____

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)

USD\$ ACCOUNT

--	--	--	--	--	--	--	--	--	--

ACH ROUTING

--	--	--	--	--	--	--	--	--	--

Please send your completed form and "Void Cheque" to

BGIS Global Integrated Solutions (BGIS)

Financial Shared Services Department
PO Box 4800 Markham, ON,
L3R 0J2

OR Email at EFT@bgis.com



EFT Security Questionnaire

*In order to **protect your company**, BGIS would like to make sure that this request was authorized by your company. Please also complete the form below and answer the security questions below to validate the request. Please be advised that if you are not the supplier contact in our system of records, we will also be validating this information with the supplier contact in our system. **Thank you for your co-operation!***

Security Questions

Please provide your Company Tax Registration Number (HST/ GST #)	
Confirm if the Person who requested the EFT bank set up form works for the company?	Circle Yes or No Yes No
Confirm if the Person who signed the EFT bank set up form is authorized?	Circle Yes or No Yes No
Provide any previously Invoice Number, Date, and Amount issued to BGIS (if applicable)	Invoice Number: Invoice Date: Invoice Amount:
Provide any previously Payment Check Number, Date, and Amount issued by BGIS (if applicable)	Cheque Number: Cheque Date: Cheque Amount:
Please enter the person who completed this form	Name: Title: Date: Phone: Email: