

# HWDSB

## Electronic Funds Transfer Payments

The Hamilton Wentworth District School Board Finance department is pleased to advise that we are moving to an electronic payment and remittance program for our vendors. In the future, all payments can be electronically delivered directly to your financial institution by direct deposit and remittance details will be sent to you via email.

### Terms and Conditions:

- The bank account must be a Canadian bank and invoices must be in Canadian dollars
- A valid email address is required for notification of EFT/deposit
- A copy of a void cheque must be supplied to ensure bank account accuracy
- If you have a change in banking information, **you must** notify our Finance department in **writing at least 10 business days** before the next payment is due.

### How to Participate:

- Complete the attached authorization form
- Attach a VOID Cheque (or copy of)
- Return all documents via email: [purchasing@hwdsb.on.ca](mailto:purchasing@hwdsb.on.ca)

For further information, please contact Caroline Soergel at 905-527-5092 ex 2430.

Hamilton Wentworth District School Board  
Education Centre  
P.O. Box 2558  
20 Education Court  
Hamilton, Ontario L8N 3L1  
Telephone: (905)-527-5092 Fax: (905)-521-2536

## PURCHASING SERVICES VENDOR REQUEST FORM

### COMPANY INFORMATION

<b>Physical Address</b>	<b>Payment REMIT TO address</b> (if different from physical address)
Company Name:	Company Name:
Address:	Address:
Address 2:	Address 2:
Address 3:	Address 3:
Address 4:	Address 4:
City:	City:
Province / State:	Province / State:
Postal / Zip Code:	Postal / Zip Code:
Country:	Country:
Phone #:	
Fax #:	
Purchase Order e-mail (required):	
HST #:	

<b>Payment Information - PLEASE ATTACH VOID CHEQUE</b>	<b>Additional Information</b>
Name of Bank:	
Branch Address:	
Bank Code # (3-4 digit):	
Bank Transit # (5 digit):	
Bank Account #:	
Remittance Email:	

### CONTACT INFORMATION

	<u>Customer Service</u>	<u>Sales Representative</u>	<u>Accounts Receivable</u>
Name:			
Phone:			
E-mail:			

### FOR OFFICE USE ONLY

Vendor Number:
Date Entered:

- \* The Purchasing Department is responsible for procuring goods and services on behalf of the HWDSB. Our goal is to obtain "Best value, best service to meet the needs of our students, teachers and staff".
- \* To ensure payment, all invoices must be forwarded to the Accounts Payable department at ap@hwdsb.on.ca.
- \* All vendor information will be the property of the HWDSB and will not be returned, copied or forwarded to any other institution.
- \* The HWDSB advertises all requests for tenders, pre-qualifications and proposals on Bidding. It is the responsibility of each potential vendor to monitor Bidding regularly in order to be aware of business opportunities presented by HWDSB.