**SAMPLE MESSAGE – NOTIFY YOUR SUPPLIER/VENDOR**

The following is a sample message for your business to send to your suppliers to request their banking information for electronic payments.

**To**: [Suppliers receiving payment by cheque]

**From**: [Your Company Name]

**Subject:** Direct Deposit / Electronic Payment of Accounts Payable

[Your company’s name] has made the decision to pay all our future invoices electronically using Telpay’s electronic payment platform. Telpay is Canada’s largest independent electronic payment company, processing over $19.5 billion in payments in 2021.

To ensure you receive direct deposit payments into your business bank account, we require your banking information, along with an email address or fax number to direct the payment details to.

**Direct deposits payments from our business is free!**

Join the thousands of Canadian businesses and individuals who have discovered the benefits of receiving environmentally friendly electronic payments.

What are the benefits of direct deposit for your business?

**Convenient -** No waiting for cheques to clear or deposits to be prepared. Payments are deposited automatically into your bank account.

**Secure -** Funds are transferred through Telpay’s secure payment system.

**Detailed Payment Notification -** You’ll receive a detailed reconciled remittance report with each direct deposit payment

**Switching is easy!**

Simply complete the attached form and return to [Your Company Name] by email with a copy of your business void cheque to [Your Company Email Address].

Future payments will be deposited directly into the bank account of your business. It’s free!

Thank you,

Your Name

Your Company Name

Supplier Direct Deposit Form

\*Indicates required information

# Company Information

Company Name\* (as it appears on your invoice /bill) Company Legal Name (if different from Company Name)

Address Street/P.O. Box\* (as it appears on your invoice/bill) City\* Province\* Postal Code\*

( ) ( )

Main Business Phone\* Business Email\* Main Business Fax

Contact Name\* Contact Title\*

( ) ( )

Phone Number\* Email Address Fax Number

**Yes! I have attached a void cheque to this form to indicate the bank account where my payments are to be deposited.\***

The company authorizes its’ Financial Institution to release, to Telpay, information regarding bank account details provided by the company and as attached. If you do not have cheques with the company name printed on them, you may alternatively provide a copy of the top portion of a bank statement with the company name and account number printed on it.

|  |  |
| --- | --- |
| **Authorization to Credit Account** |  |
| A minimum of one Authorized Officer is required\* |
| **1.** Name of Authorized Officer\* | Signature and Title of Authorized Officer\* | Date |
| **2.** Name of Authorized Officer\* | Signature and Title of Authorized Officer\* | Date |

The company warrants that the banking information provided relates to bank account information of the company and that said information has been provided by individuals of the company that are authorized to provide banking information.