

Automated Clearing House (ACH) Request for USA Suppliers/Contractors/Consultants

All fields must be completed

SUPPLIER INFORMATION

Supplier ID (if known):

If you are already enrolled for direct deposit and need to change your banking information please confirm the last 6 digits of your account number currently on file and provide your UBC Supplier ID.

Account Number (last 4 digits):

Legal Name:

Email Address:

Email address is required for remittance advice of the payment.

Business Registration #/GST Registration #:

Address Line 1:

Address Line 2:

City:

State:

Zip Code:

SUPPLIER BANKING INFORMATION:

UBC's preferred payment method is EFT. To be set up for EFT payment please choose from one of the following three options. Ensure that Supplier / Payee Name matches the Bank Account Name.

1. Attach a physical voided cheque to this form. The account name on the cheque must show the name printed by the bank and must not be altered in any form.
2. Download a void cheque from your bank's online banking portal, have it physically stamped (not electronic) by your financial institution, and attach it to this form.
3. Complete the banking details in the fields below in this form and have it stamped by your financial institution.

Other supporting documents for banking information, such as a bank letter, direct deposit information form, or e-cheque are also accepted if they are stamped by your financial institution.

Attach Physical Void Cheque Here

Bank Name (USA Financial Institution):

Bank Address:

ABA Routing #:

Account #:

AUTHORIZATION:

I/We authorize that my/our payments be forwarded by deposit directly into the above account. I/We have attached a void cheque/bank letter.
I have authority to provide the above information on behalf of the corporation/organization/payee.

Name:

Signature:

Title:

Email:

Contact Phone #:

Date: