

## Schedule 12- Direct Deposit Application Form



The Corporation of the Town of Newmarket now uses CIBC for all its banking operations and will make payments to your company via direct deposit instead of paper cheques to increase efficiency. A confirmation will be emailed to you for each payment made. This applies to Canadian Dollar business accounts only.

The following information is required from all vendors:

**COMPANY NAME OR PERSONAL NAME:** \_\_\_\_\_

**BUSINESS/ HOME ADDRESS:** \_\_\_\_\_

**PAYMENT INFORMATION:** To ensure the accuracy of our account information, we require you To attach a Void Cheque OR a Letter/Confirmation form obtained from your Bank/ Financial Institution. Your bank should provide and authorize the following information: Account Name, Bank name, Bank address, Transit, bank # and Account #.

### **REMITTANCE INFORMATION:**

Please indicate how you would prefer to receive your payment details:

☐ E-mail address: \_\_\_\_\_

It is recommended that the e-mail account used for the payment advice be a secured generic account that will not be affected by a change of staff in your organization.

Contact Name: \_\_\_\_\_ Title/Position: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ E-Mail address; \_\_\_\_\_

**I/we hereby authorize The Corporation of the Town of Newmarket to make payments via direct deposit. (Attached details confirmed)**

Authorized Signatory : \_\_\_\_\_ Title/Position \_\_\_\_\_

Printed Name : \_\_\_\_\_ Date \_\_\_\_\_

Please email or fax your completed form to the Attention of Accounts Payable:

Fax # 905-953-5150: email- [accountspayable@newmarket.ca](mailto:accountspayable@newmarket.ca)

**Corporate & Financial Services  
Finance Department**

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