



PRAIRIE LAND SCHOOL DIVISION

BOX 670
101 Palliser Trail
HANNA, ALBERTA T0J 1P0

TELEPHONE: 403-854-4481 TOLL-FREE: 1-800-601-3898 FAX: 403-854-2803

DIRECT DEPOSIT REGISTRATION

CDN BANK

Please scan and email completed form to Accounts Payable: accountspayable@plrd.ab.ca Or fax to: 1-403-854-2803		
PAYMENT REMITTANCE - Fax or Email (remittance advice will not be mailed)		
Vendor Name (as shown on your invoices):		
Legal Vendor Name (if different than above):		
Name as it appears on your cheque/bank document (if different than above):		
Preferred delivery method for EFT remittance advice:		
Phone:	Fax:	Business /GST #:
E-Mail Address:		
AUTHORIZATION		
I (we) hereby authorize Prairie Land School Division to deposit directly to the bank account as noted on the attached bank document as provided.		
Name (please print):	Signature:	
Title:	Date:	

This authorization will be in force until notice in writing is given to stop the deposit process.

<p>We accept the following preprinted (can NOT be handwritten) documentation showing your vendor name as it appears above:</p> <ul style="list-style-type: none">• Void Cheques – preprinted only (NOT handwritten)• Online self-service: direct deposit form or pre-authorized payment form<ul style="list-style-type: none">○ Can NOT be editable, can NOT be handwritten or fillable. These are accepted upon review only.○ CIBC & BMO online self-serve bank documents MUST be bank stamped for acceptance.• Bank letters Bank documentation MUST be on bank letter head and contain:<ul style="list-style-type: none">○ Your vendor name○ Bank # - clearly defined and listed separately○ Transit # (full 5 digits) – clearly defined and listed separately○ Account # - clearly defined and listed separately○ Physically signed by a bank representative or contain a bank stamp. <p>***Pasted or digital signatures are NOT acceptable***</p>

Personal information on this form is collected by PLRD under the authority of section 33(c) and 34(2) of the Freedom of Information and Protection of Privacy (FOIP) Act, respectively, for the purpose of administering PLRD Procure to Pay program.

To Accounting Department,

We would like to take this time to offer direct deposits for your payments rather than manual cheques

Some of the benefits of receiving direct deposit are:

- Payments are received much quicker
 - If mail delivery is disrupted then payments will not be delayed
- Fraudulent activity is reduced
 - The risk of having cheques stolen or lost is gone
- Email notifications are sent out before the deposit is made. These remittances will outline the invoice date & amount paid as well as an invoice number

On the back of this memo you will find a form for updating payment information. We ask that the form is completed in full, signed and returned to us.

Please note

Remittances for direct deposits MUST be emailed or faxed – please ensure this area of the form is completed.

Return the form attached by one of the following methods:

Mail

Prairie Land School Division
Box 670
101 Palliser Trail
Hanna, AB T0J 1P0

Email

accountspayable@plrd.ab.ca

If you have any questions or concerns please send us an email at accountspayable@plrd.ab.ca

Sincerely,

Sharon Orum, CPA, CMA
Secretary-Treasurer
