

**Incoming Electronic Funds Transfer (EFT)
Customer Payment Information Form****IMPORTANT:** Read the [EFT Incoming Payment Procedure](#)

The following information is required to correctly identify incoming EFT funds and to allocate these funds to the University's A/R and general ledger.

*****Please complete form and submit to Financial Services prior to the date of expected funds transfer*****

Complete and submit to: the [Staff Service Centre](#)

Section 1: External Customer (Payor):

External Customer name: _____

Section 2: University Contact (Receiver):

UofA Unit/Department: _____

UofA Contact Name: _____ Phone #: _____

Section 3: Purpose of Payment (as applicable):

Commercial payments: UofA Invoice # or Billing #: _____

PO Reference (if applicable): _____

For Departmental funding (Non-PeopleSoft billing):

Account: _____ Speed code: _____ Fund: _____ Dept ID: _____

Program: _____ Class: _____ Project: _____

GST Code: _____

Supporting documentation (agreement or contract) required for one time payments

Section 4: Currency Details (as applicable):

Currency Type: _____ Expected Date of transfer: _____

Value Amount: \$ _____ GST Amount: \$ _____

Deposit frequency (check one): One-Time Recurring

Finance Partner or Delegate printed name: _____

Signature: _____

Signature not required for sales (402XXX) or external cost recoveries (5XXXXXX) to fund 210.