



# US DOLLAR ELECTRONIC FUNDS TRANSFER (EFT/ACH) FORM

To receive US Dollar payments issued by the University of  
Alberta

**Complete ALL FIELDS below, attach a void personalized cheque and send to:**

Attention: Payment Services  
Email: [accounts.payable@ualberta.ca](mailto:accounts.payable@ualberta.ca)

University of Alberta  
Shared Services Finance  
Main Floor Enterprise Square  
10230 Jasper Avenue NW  
Edmonton AB T5J 4P6 Canada

**By completing and submitting this form you agree that your banking information will be used by the University of Alberta for the purpose of automatically depositing US dollar invoice payments directly to your US based account.**

University of Alberta remittance statements will be emailed to you from [travel.expense@ualberta.ca](mailto:travel.expense@ualberta.ca).

Please ensure this email address is added to your list of contacts or save centres.

-----  
**Supplier/Contractor Information:** Vendor ID (internal use only) \_\_\_\_\_

Full Legal Company Name/Name of Contractor: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email Address (for remittance statements): \_\_\_\_\_

Telephone: \_\_\_\_\_

Printed Name of Company Contact: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

-----  
**Supplier Bank Information: Complete the information and attach a void personalized cheque or direct deposit form issued by your recognized United States based financial institution.**

Name of Bank: \_\_\_\_\_ [View cheque example](#)

Address of Bank: \_\_\_\_\_

SWIFT Code: \_\_\_\_\_ Routing #: \_\_\_\_\_ Account #: \_\_\_\_\_

-----  
The personal information on this form is collected for the purpose of electronically transferring funds to your financial institution account. The personal information collected will be used and disclosed in compliance with Section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act. For further information, call 780-492-6849.



# US DOLLAR ELECTRONIC FUNDS TRANSFER (EFT/ACH) FORM

To receive US Dollar payments issued by the University of  
Alberta

## Example of a United State Cheque

|   |                         |
|---|-------------------------|
| NAME<br>ADDRESS<br>CITY, STATE ZIP      | 0123<br>01-23456789     |
| DATE _____                              |                         |
| PAY TO THE<br>ORDER OF _____            | \$ <input type="text"/> |
| _____                                   | DOLLARS                 |
| BANK NAME<br>ADDRESS<br>CITY, STATE ZIP |                         |
| FOR _____                               |                         |
| ⑆0 12345678⑆ 0 1234567890 123⑆ 0 123    |                         |
| Routing Number                          | Account Number          |