



## Black Gold School Division

3<sup>rd</sup> Floor, 1101 – 5 Street, Nisku, AB, T9E 7N3

Telephone: 780-955-6025

Fax: 780-955-6050

E-mail: ap@blackgold.ca

### **DIRECT DEPOSIT AGREEMENT FORM FOR COMPANIES**

Black Gold School Division Accounts Payable Department is able to provide you with direct deposit for your payment. If you would like this service, please complete this form.

### **AUTHORIZATION AGREEMENT**

I hereby authorize Black Gold School Division to initiate automatic deposits to my account at the financial institution named below.

Further, I agree not to hold Black Gold School Division responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution or due to an error on the part of my financial institution in depositing funds to my account.

This agreement will remain in effect until Black Gold School Division receives a written notice of cancellation from me or my financial institution, or until I submit a new direct deposit form to the Accounts Payable Department.

### **INFORMATION ABOUT YOUR ORGANIZATION**

(Please print clearly)

COMPANY NAME: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_  
FIRST LAST

CONTACT PHONE #: \_\_\_\_\_ GST #: \_\_\_\_\_

EFT NOTIFICATION E-MAIL ADDRESS: \_\_\_\_\_

AUTHORIZED SIGNATURE (PRIMARY): \_\_\_\_\_ DATE: \_\_\_\_\_

**PLEASE ATTACH A VOID CHECK OR A PRINTOUT FROM YOUR BANK AND RETURN  
WITH THIS FORM TO THE ACCOUNTS PAYABLE DEPARTMENT.**

*A remittance statement will be e-mailed to the email address indicated above 1 day prior to the funds being deposited into your bank account.*