



**Application for Electronic Funds Transfer (Direct Deposit)
and Remittance Advice Notification for Suppliers**

Type of Authorization (check <input checked="" type="checkbox"/> one only)			
<input type="checkbox"/> New Banking/E-mail Information		<input type="checkbox"/> Change Banking/E-mail Information	
Supplier Information			
Supplier Name (as printed on invoice)			Business/GST No.
Supplier Address Street No.	Street Name		Unit/Suite
City/Town	Province	Postal Code	
Remittance E-mail Address	Supplier No. (optional)	Site No. (optional)	
Financial Institution Information			
Name of Financial Institution			
Branch No.	Institution No.		
Account No.			
ATTACH ORIGINAL VOID CHEQUE OR BANK LETTER			
Authorization			
I/We authorize Benlea Leasing Ltd. to make all payments by direct deposit into the above account (I/We have attached a void cheque/bank letter). I have the authority to provide the above information on behalf of the corporation/organization/payee.			
Name	Job Title		
Signature	Phone No. (Incl. Area Code, Ext.)	Date (dd-mmm-yy)	

Attention: Credit Manager / Accounts Receivable
IMPORTANT INFORMATION EFFECTING PROMPT INVOICE PAYMENT

Dear: Valued Business Partner

Please be advised the Benlea Leasing Ltd. has adopted the policy that all suppliers must be setup to receive payment via **Electronic Funds Transfer (EFT)**

Benefits of EFT Include:

1. Eliminates times spent preparing/making deposits at your Financial Institution.
2. Eliminates the risk of potential delivery disruptions including but not limited to postal and courier.
3. Mitigates cheque fraud.

Please follow the enclosed EFT form that we require you to complete.

Instructions:

- Select the Type of Authorization and complete all requested information below.
- Attach an **original void cheque** displaying your name or an **original signed and/or bank stamped letter** from your financial institution.
Supplier name must also match name on invoice.
Note: Bank counter cheques are not acceptable.
- Enter the e-mail address you wish to receive Remittance Notification.

Note: It is advisable to use a secured generic e-mail address that will not be affected by the change of staff in your organization.

Void cheque/bank letter is required for all banking and remittance e-mail changes.

- Mail the **SIGNED** completed application to:

Benlea Leasing Ltd.
36 Corydon Place
Cambridge, Ontario
N1R 7L5

Phone: 519-740-0123 Fax: 519-740-8525

Email: mkoch@benlealeasing.com
