



Dear Vendor,

Re: Vendor Account Setup and Direct Deposit Payments

The City of Charlottetown's accounts payable system requires some specific information items to set up a supplier account. Some of this information will allow the City to enroll you on our electronic payment and remittance program, so as to received payment/remittance accurately and expediently.

As a new vendor it is requested that you complete the attached form and return it as soon as possible.

If you are unable to accept an electronic payment, please contact us as soon as possible. Alternate payment arrangements will be made on a best-effort basis.

If you have any questions in regard to the payment system, please contact City Finance Department representatives Amy Doyle at (902) 629-4111 or Lesley Anne Quinn (902) 629-6913 or fax to (902) 629-4191 or payables@charlottetown.ca

Sincerely,

Accounts Payable

Issuing Dept: _____

Date: _____

City of Charlottetown - Vendor Account Setup

Company Information

Vendor Name _____

Vendor Mailing Address _____

Phone (____) _____

Fax (____) _____

Vendor Contact _____

Title/Position _____

Signature _____

Date _____

Account Information (A copy of a void cheque is requested to ensure accuracy of account information)

Name of Financial Institution _____

Address of Financial Institution _____

CAD\$ Account

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Bank Code

Transit Number

Account Number

Remittance Information

Please indicate your preference in receiving details of electronic payment made to your account:
(please check one)

EDI through your Financial Institution (CAD\$ only)

Facsimile at (____) _____

E-mail at _____

No remittance notice necessary

**PLEASE FAX COMPLETED FORM AND A VOID CHEQUE SAMPLE TO (902) 629-4191;
ATTENTION: Amy Doyle 629-4111 or Lesley Anne Quinn 629-6913 or email to
payables@charlottetown.ca**