TOWN OF COMOX

Electronic Funds Transfer (EFT) Authorization Form

Prior to submitting an invoice to the Town of Comox for goods or services received, please complete this Electronic Funds Transfer (EFT) Authorization Form and return it along with a cheque marked VOID or bank letter to payables@comox.ca.

○ New request for EFT payments ○ Update current EFT information

A cheque marked "void" or a document from your financial institution is required for new and update requests

Vendor Information

Company Name:	GST #:	WCB Account #:
Mailing Address:	City, Prov:	Postal Code:
Remit to Address (if different):	City, Prov:	Postal Code:
Phone: / Email:		Email for Payment Advice (if different):
Applicant Name:	Applicant Phone:	Applicant Email:

Authorization

I authorize the Town of Comox to deposit, by electronic fund transfer, payments owed to me, if necessary, to debit entries and adjustments for amounts deposited electronically in error. This authorization will remain in effect until I cancel or modify it in writing. The Town of Comox will deposit the payments in the bank account designated above. I recognize that I am responsible for payment errors that result from incomplete or inaccurate information on this form.

Name and Position/Title:

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Signature: ____________________________________ Date: ______________________________

(must be Authorized Officer of Company/Owner)

The personal information collected on this form is collected under the authority of Section 26 (c) of the Freedom of Information and Protection of Privacy Act and will be used solely to process electronic funds transfers. Should you have any questions about the collection, use, and protection of this information, please contact the Town of Comox by emailing town@comox.ca or calling 250-339-2202.

How to Invoice the Town of Comox

To ensure invoices are received and processed on time, the following information **must** be included.

- Your **company name** and contact information, including your **address**, **telephone**, and **GST number**.
- The name and address of the Town of Comox

  Town of Comox

  1809 Beaufort Avenue

  Comox BC, V9M 1R9

- A unique and identifiable **invoice number.**
- The **invoice date**.
- A **description** of the products or services sold.
- The **quantity** and **price** of each product/service.
- **Total** amount due.
- PO or contract or Work Order number (if applicable).

Make sure to keep your banking information up to date.

What to expect after you have submitted an invoice:

- Submit invoices by email to **payables@comox.ca**
- Payment runs are bi-weekly.
- Once a payment has been made through direct deposit, notification of the payment will be sent to the email provided.

If you are providing a service:
Include with your invoice a summary that shows a running total, starting with the full value before taxes of the contract or purchase order, minus all invoices charged, and the remaining amount.

Goods and services outside of Canada:

- For goods or services provided outside of Canada, clearly display the currency that the payment is to be made in beside the total amount due.
- As required under the *Income Tax Act* (Canada) Regulation 105, show separately all services that may require a 15% withholding tax, as they were performed by non-resident service providers for services that were rendered in Canada.

Questions? Call 250-339-2202 or email payables@comox.ca