



Township of South Glengarry
6 Oak Street, P.O. Box 220, Lancaster, ON, K0C 1N0
T: (613) 347-1166 | F: (613) 347-3411
www.southglengarry.com

Direct Deposit Payments (EFT)

Dear Valued Vendor;

The Township of South Glengarry is pleased to provide you with direct deposit payments. This enhancement will improve service to vendors by making payments electronically and eliminate delays in handling and processing of cheques.

Please complete the application form on the reverse of this letter and return to us as indicated, along with either a void cheque or an authorized bank form indicating your account information.

If you have any questions please email ap@southglengarry.com.

Sincerely,



Finance Clerk
6 Oak Street Box 220 Lancaster ON K0C 1N0
T: 613-347-1166 | F: 613-347-3411
ap@southglengarry.com
www.southglengarry.com

Direct Deposit Application

I hereby authorize The Township of South Glengarry to deposit Accounts Payable payments to the bank account indicated on the attached void cheque.

Company Name: _____

Address: _____

Contact Name: _____ Title: _____

Phone #: _____ Fax#: _____

Email Address to Receive Payment Notice (must complete): _____

Signature: _____ Date: _____

Please complete this form and return with a void cheque to this address, by email or fax:



Township of South Glengarry
Attention: Accounts Payable
6 Oak St Box 220
Lancaster ON K0C 1N0

ap@southglengarry.com

Fax: 613-347-3411

All information collected will be protected and used solely for Direct Deposit processing.