



Finance Department
2205 Otter Point Rd., Sooke B.C., V9Z 1J2
Tel: 250-642-1634 Fax: 250-642-0541
Email: finance@sooke.ca www.sooke.ca

VENDOR PAYMENT BY ELECTRONIC TRANSFER

Vendor Information:

Vendor Name: _____

Address: _____

Financial Institution/ Bank Information:

Please attach a void cheque or have your financial institution provide a print out of your banking information.

FOR OFFICE USE ONLY

Name of Bank/Financial Institution: _____

Transit/Branch: _____ **Bank/Inst #:** _____

Account Number: _____

Remittance Advice:

The District of Sooke accounts payable staff will send your payment details to each email address listed below. The printed EFT payment remittance will be mailed via Canada Post if email is not available.

Email Address: _____

Email Address: _____

The vendor acknowledges and agrees that all payments will be made by electronic funds transfer to the above financial institution and that any account changes must be made in writing to the District of Sooke.

Authorized Signature: _____ **Date:** _____

Name: _____ **Telephone:** _____