



GOVERNMENT OF NEWFOUNDLAND & LABRADOR
DEPARTMENT OF FINANCE
FINANCIAL SYSTEMS CONTROL DIVISION

APPLICATION FOR ELECTRONIC FUNDS TRANSFER/DIRECT DEPOSIT FOR EXISTING SUPPLIERS

This form applies exclusively to existing suppliers/vendors who must change their current payment receipt method from cheque to Electronic Funds Transfer (EFT).

Supplier Number (If known/applicable)

Business Number (If applicable; assigned by Canada Revenue Agency for Income Tax & HST/GST purposes)

Not Applicable

Date of Birth (If applicable)

Year Month Day

Business/Individual Name

Name at Birth (If applicable)

Supplier Type:

Individual

Business

Address:

One Address/Site (Enter Below)

All Addresses/Sites on file

Line 1

Line 2

City

Province/State/City

Postal/Zip Code

Supplier/Vendor Contact Information

Contact Name _____

Title _____

Telephone # _____

Cellular # _____

Fax # _____

Email Address _____

Electronic Payment Setup (Please attach a void cheque, correspondence from Financial Institution (this correspondence must include the stamp of the Financial Institution) or have Financial Institution complete section below)

Bank Institution Number

Bank Transit Number

Account Number

Bank Officer's Signature _____

Name (Print) _____

Title _____

Financial Systems Control Division Use Only

Site Name

Supplier Number

Signature _____

Date _____

*Financial Institution
Stamp Here*

Privacy Statement: The personal information collected in this form will be used only for the administration of those programs provided by the Government of Newfoundland and Labrador for which the supplier is a participant. This information is being collected in accordance with section 61(c) of the Access to Information and Protection of Privacy Act, 2015. All information provided will be maintained in a secure manner and confidentiality will be protected, as required by the Access to Information and Protection of Privacy Act (ATIPPA). I as the person entitled to receive payment(s), authorize the Government of Newfoundland and Labrador to deposit the payment(s) directly into my bank account.

APPLICATION FOR ELECTRONIC FUNDS TRANSFER/DIRECT DEPOSIT FOR EXISTING SUPPLIERS

This checklist is to assist existing suppliers/vendors who currently receive Government of Newfoundland and Labrador issued payments via cheque and must change the payment method to Electronic Funds Transfer (EFT)/Direct Deposit. Please note that the terms Supplier and Vendor are used interchangeably and can apply to a Business or Individual.

Submit completed form as follows:

In Person:

Department of Finance
Office of the Comptroller General
3rd Floor, East Block, Confederation Building (West Wing)
Attn: Financial Systems Control Division – Supplier Maintenance

By Mail:

Office of the Comptroller General
Confederation Building, 3rd Floor, East Block, West Wing
P.O. Box 8700, St. John's, NL A1B 4J6
Attn: Financial Systems Control Division – Supplier Maintenance

By Fax: (709) 729-2098

By E-mail: Electronic / scanned copies may be e-mailed to: vendormaintenancefms@gov.nl.ca

For general inquiries please contact the FMS Helpdesk via e-mail: fmshelpdesk@gov.nl.ca **or via telephone:** 709-729-2670

If you have any questions about this collection of your personal information, please contact the Information Management Analyst for the Financial Systems Control Division at the above-noted address, by phone at 729-2670 or by email at fmshelpdesk@gov.nl.ca.

Please complete the checklist below to ensure that the form is properly completed:

Supplier Number

- If known, a supplier number should be provided. This information can be found on previously received Remittance/Payment statements. A Supplier number is a unique identifier assigned to individuals and businesses by the Government of Newfoundland and Labrador.

Business Number – HST/GST Registration Number (BN)

- A 9-digit business identifier should be provided where applicable on the request form for any supplier/vendor processing.
- A business can operate without a BN, for example, businesses with revenues less than the threshold established by the Canada Revenue Agency, and sole proprietors with no employees. If you do not have a business number please select not applicable.
- **Businesses registered for GST/HST can inquire on their BN registration information on the website:** <http://www.cra-arc.gc.ca/esrvc-srvce/tx/bsnss/gsthstrgstry/menu-eng.html>

Date of Birth

- If applicable, please enter your date of birth.

Business/Individual Name

- Please enter your full legal name (first, middle and last name). If this request is for a Business, please enter your legal Business name. Also please include your trade name, if applicable, in the first line of the Address field as "Operating as [Trade Name]". Please provide any sole proprietor name, operating as name or incorporation name if it differs from the current name.

Supplier Type

- Please check the correct type, Individual or Business.

Name at Birth

- Please provide your name at birth if it is different than your supplier name (first, middle and last name), if it is the same, please leave blank.

Address

- Please indicate if you are updating a single address or all addresses on file with the Government of Newfoundland and Labrador.
- Please indicate the address currently used to receive your payment or remittance (Single vs. All Addresses).

Contact Information

- Please include as much contact information as possible. The Department of Finance may need to confirm, verify, or obtain additional information. Name and telephone number are required.
- Please provide an email address. This email address will be used for your remittance advisory, which will replace your cheque stub. Paper copies will no longer be provided.

Electronic Payment Setup

- Documentation required for EFT/Direct deposit setup can be one of the following: a void cheque, Direct Deposit Form stamped by bank, or banking information signed by bank official. This correspondence must include the stamp of the Financial Institution.
- Acceptable documentation types include originals, photocopies, electronic scans and faxed copies.