



Vendor Information Form

District of North Vancouver - Finance Department

355 West Queens Rd, North Vancouver, BC V7N 4N5

Questions about this form: Phone: 604-990-2305 or Email: ap@dnv.org

Form submission: Mail or email to address above or Fax: 604-990-2460

COMPLETION: To ensure legibility, please complete (type) online then print. Sign the printed copy and submit to the department and address indicated above.

New Form

Update/Change Information

Vendor Information

Vendor Name _____

Vendor Doing Business As (DBA) _____

Vendor Address _____
Street Address City Province Postal Code Country

Vendor GST Registration # _____

A/R Contact _____
Name Phone Number

Email Address _____
(to receive remittance advice) Ensure underscore, hyphen or periods are clearly indicated

EFT / Wire Banking Information (for all new or changes to EFT / Wire, a void cheque or letter from your bank must be provided)

Bank Name _____

Bank Address _____
Street Address City Province Postal Code Country
Chq# (leave blank) Transit (5 digits) Institution Account number (minimum 7, maximum 14 digits)

SWIFT (BIC) Code (Int'l wires only) _____

IBAN (Int'l wires only) _____

Follow up by a District representative to a supervisor-level authorized officer will occur to ensure accuracy of banking information.

Vendor Information

I/We authorize the District of North Vancouver to transfer payments of our invoices via EFT to the bank account information provided above, or by mailing a cheque to the vendor address above. By signing below, I/We hereby agree that I/We have read and agree to the terms and conditions attached.

Authorized Officer _____
Name Title

Signature Phone Date

Supervisor-level Authorized Officer _____
Name Title

Signature Phone Date

Please submit the completed form, voided check and/or bank letter to the address provided above.

Office Use Only

Vendor# _____ Tax ID Confirmation _____

The personal information collected on this form is done so pursuant to the *Community Charter* and/or the *Local Government Act* and in accordance with the *Freedom of Information and Protection of Privacy Act*. The personal information collected herein will be used only for the purpose of enrolling in the EFT program and for no other purpose unless its release is authorized by its owner or is compelled by a Court or an agent duly authorized under another enactment. Further information may be obtained by speaking with the Manager of Administrative Services at 604-990-2207 or at the District Hall located at 355 West Queens Road, North Vancouver.

Electronic Funds Transfer Terms and Conditions

"EFT" means electronic funds transfer. "District" means the District of North Vancouver and "Vendor" means the person who has entered into a contract with the District.

1) *Method of Payment*

All payments by the District to a Vendor will be made by EFT as a direct deposit to the bank account specified on the Vendor Information Form, except where the District is unable to release one or more payments by EFT, then the Vendor agrees to accept payments by cheque.

2) *Submission of Vendor's EFT Information*

- a) The Vendor is required to provide the District with the necessary information for the District to make payments by EFT. The Vendor as, the provider, certifies that the bank account information listed on the Vendor Information Form is true and accurate and authorized by person(s) with authority.
- b) In the event that the EFT or Vendor information changes, the Vendor is responsible for providing updated information to the District by completing a new Vendor Information Form, authorized by senior officers, and allowing 30 days for the EFT information to be updated.

3) *Suspension of Payment*

- a) The District is not required to make any payment under a contract until its designated officer has received the correct EFT payment information from the Vendor. Until receipt of the correct EFT information, any invoice or payment request shall be deemed not to be a proper invoice or valid request for the purpose of payment under the contract. No interest or any other manner of claim whatsoever for delayed or non-payment shall be permitted as a result of incorrect EFT information or improper delivery of EFT payment information.
- b) The District shall have 30 days to update changed EFT information after receipt by the designated officer. The Vendor may request that no further payments be made until the updated EFT information is implemented by the District's payment office. If such suspension would result in a late payment under any payment terms of the Contract, the Vendor's request for suspension shall extend the due date for payment by the number of days of the suspension.

4) *Liability for Uncompleted or Erroneous Transfers*

- a) If an uncompleted or erroneous transfer occurs due to incorrect use of the Vendor's EFT information by the District, the District is responsible for making the correct payment.
- b) If an uncompleted or erroneous transfer occurs because the EFT information provided by the Vendor was incorrect:
 - (i) if funds are no longer under the control of the District's payment office, the District is deemed to have made payment and the Vendor is responsible for recovery of any erroneously directed funds; or
 - (ii) if the funds remain under the control of the District's payment office, the District shall not make payment and the provisions of Section (3) Suspension of Payment will apply.
- c) If the District transfers more money than the correct payment amount to the account due to duplicate EFTs (where "duplicate" is defined as multiple EFT's received for the same services rendered), the District has the right to recall the payment immediately and if the recall is not successful the Vendor will reimburse the overpayment immediately.

5) *Liability for change of EFT Information by Financial Agent*

The District is not liable for errors resulting from changes to EFT information provided by the Vendor's financial agent.