



## Registration for Direct Deposit Payments

Protection of Privacy - The personal information requested on this form is collected under the authority of Section 31(c) of the PEI Freedom of Information and Protection of Privacy Act and will be protected under Part 2 of that Act. It will be used for the purpose of administering Direct Deposit payments. Direct any questions about this collection to Financial Services, University of Prince Edward Island, 550 University Avenue, Charlottetown PE C1A 4P3 (902)566-6000.

**Dear Registrant:**

As part of our e-commerce strategy, the UPEI Financial Services Office is promoting **Direct Deposit Remittance**. Direct Deposit Remittance will benefit the University by reducing costs and activities associated with generating cheques.

**Benefits to receiving remittances via direct deposit include:**

- immediate access to funds, versus waiting for cheques delivered by mail
- a reduction in time spent depositing cheques
- elimination of delivery disruptions, such as lost mail as a result of incorrect mailing addresses
- elimination of stale-dated cheques

**Note:** *Information which was previously provided on the cheque stub will be sent to you by e-mail.*

In order to establish a direct-deposit payment profile, you are requested to provide the following information. An **authorized signing officer** must sign the form. **Include a voided cheque or a letter from your financial institution.**

<b>Registrant Name:</b>		
<b>Address:</b>		
<b>City:</b>	<b>Province:</b>	<b>Postal Code:</b>
<b>Tel:</b>	<b>Fax:</b>	
<b>E-mail Address (required so that we can provide you with remittance details):</b>		
<hr style="width: 30%; margin: 0 auto;"/> <i>Registrant Name (Please Print)</i>	<hr style="width: 30%; margin: 0 auto;"/> <i>Registrant Authorized Signature</i>	
<p>Hereby authorizes the Accounts Payable Department, University of Prince Edward Island, to electronically deposit to the account number noted on the attached voided cheque.</p>		

Send this completed form and your voided cheque to:

University Of Prince Edward Island  
Financial Services Office  
550 University Ave  
Charlottetown, PE  
C1A 4P3

Tel: (902)-566-6000  
E-mail: [invoices@upe.ca](mailto:invoices@upe.ca)