



Registration for Direct Deposit Payments

In order to establish a direct-deposit payment profile, you are required to provide the following information:

- An authorized signing officer must sign the form
- A voided cheque with preprinted name and address or a letter from your financial institution with banking information

Transaction Type (required)

S 1	<input type="checkbox"/> New Setup (Section 2, 3, and 5)	<input type="checkbox"/> Change Financial Institution /Account Number (Section 2, 4 and 5)
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Vendor Information (required)

SECTION 2	Vendor name		Contact name	
	Mailing address	City	Province/State	Postal code/Zip
	Phone number	Electronic Funds Transfer (EFT) notification email		

New Account Information

SECTION 3	Financial institution name		Branch address	
	City	Province/State	Postal Code/Zip	
	Must include a voided cheque or a letter from your financial institution with bank account information.			

Changes to Existing Account Information

SECTION 4	Financial institution name		Branch address	
	City	Province/State	Postal Code/Zip	
	Authentication (required): Confirm last 4 digits of previous bank account number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			
	Must include a voided cheque or a letter from your financial institution with bank account information.			

Authorization (required)

SECTION 5	I authorize the University of Prince Edward Island, to credit the account number noted on the voided cheque or banking information. I understand that the Accounts Payable Department will reverse any payments made to my account in error. Your signed name below indicates your approval of the form and confirms that all information is accurate.		
	Signature of authorized signing authority	Printed name of authorized signing authority	Date

Please return your completed form and voided cheque to:

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

E-mail: invoices@upei.ca

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.