



THE GILBERTINE INSTITUTE

ELECTRONIC FUNDS TRANSFER (EFT) APPLICATION

The Gilbertine Institute is pleased to offer Direct Deposit for payments. Instead of mailing a cheque, we will electronically transfer payment to your bank account and notify you via e-mail (or postal mail, if you don't have email) that the bank deposit is being made. This will benefit your cash flow by getting funds into your bank account faster and avoid problems with lost and stolen cheques and postal disruptions. Direct Deposit is secure, and providing this information only allows us to deposit into your account.

Please complete and sign this form.

Name: _____

Street Address: _____

City: _____ **Province:** _____

Postal Code: _____

Telephone Number (with Area Code): _____

Email Address: _____

DIRECT DEPOSIT INFORMATION

Your payment will be deposited directly into your BANK ACCOUNT.

In addition to this form, you MUST provide either a copy of a VOID CHEQUE or BANK ACCOUNT VERIFICATION from your bank clearly stating your Bank ID, Transit ID Code, and Account Information

BANK NAME					
BANK ADDRESS					
CITY		PROV		POSTAL CODE	
TRANSIT NUMBER					
BRANCH NUMBER	BANK ACCOUNT				

Did you attach a **VOID CHEQUE** or a **BANK ACCOUNT VERIFICATION LETTER**?

I hereby authorize The Gilbertine Institute to initiate deposits to the financial institution as indicated above. This authorization will remain in effect until I revoke it in writing.

If my bank information changes, it is my responsibility to provide updated information to The Gilbertine Institute. Failure to update information will result in unsuccessful transmission of payment; charges incurred for failed payments will be my responsibility.

AUTHORIZATION (Sign and Print Name): _____

Upon completion, please email this form and required attachments to eft@gilbertineinstitute.com, fax to 780-581-1612, or mail to: The Gilbertine Institute
Box 153
Derwent, AB
T0B 1C0