

IMPORTANT NOTICE



Electronic Funds Transfer

To: Accounts Receivable

RE: Electric Funds Transfer Now Available

Please note that Electronic Fund Transfer is now mandatory for payment to all BLJC suppliers and the expected implementation date is by September 30th 2011. **Payment of invoices by direct deposit will benefit your organization by eliminating your time spent depositing payments, eliminating the possibility of delivery disruptions or lost mailings, and the threat of fraud, lost or stolen cheques.**

In order to take advantage of our direct deposit program, we ask that you please complete the attached form and return it to us with a "void cheque" sample.

Please note that if you are supplying services for BLJC clients, TD Bank or CIBC Bank, EFT is not available because these clients have a different pay stream.

If you have any questions or comments regarding this initiative or the EFT project, please contact Radica Kazim by phone at 905 415 3265, or by e-mail to: Radica.Kazim@bljc.com

Thank you on behalf of BLJC for your continued support.

Sincerely,

A handwritten signature in blue ink that reads 'Radica Kazim'.

Radica Kazim
Accounts Payable Manager; BLJC
7400 Birchmount Road
Markham, ON
L3R 4E6
905 415 3265 – Ph
905 415 3298 – Fax
Radica.Kazim@bljc.com



Consent Form

I hereby consent and give BLJC the authorization to use the attached banking information to process an electronic payment directly to my organization's bank account through the use of Electronic Funds Transfer. I understand the information will be kept confidential and not used for any other purpose.

I also agree to update BLJC should any of the banking information below change.

Instructions: Please complete **Part One** and **Part Two**.

Part One – Remittance information

Supplier/ Name and address		
Supplier/Contact Name		Phone No. & Ext
Print Name of Signing Authority		Title
Phone number and extension		
Authorized Signature		

Please provide an email address below to receive your payment details. It is highly recommended that you provide a generic contact to ensure that the information is received.

Part Two – Payment information

To ensure the accuracy of our account information, you must attach/fax a void cheque and complete the following:	
Name of Financial Institution	
Address of Financial Institution	

BANK ACCOUNT INFORMATION:

CAD\$ Account

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Bank Code
(4 digits)

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Transit Number
(5 digits)

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Account Number
(Maximum 12 digits)

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Please send your completed form and "Void Cheque" to:

BLJC
Accounts Payable Department
7400 Birchmount Road PO Box 4800
Markham, ON L3R 4E6
or fax to: 905 415 3298

Please check the box below on how you received this communication. Thanks

- Comply Works
- Notification in the cheques
- Other