



Financial Services
 1435 Water Street
 Kelowna, BC V1Y 1J4
 250-469-8542
 kelowna.ca

Direct deposit

Application form

For suppliers

INSTRUCTIONS

- Complete the form and attach a void cheque (or bank letter) - required
- Sign the form where indicated
- Advise us promptly of any changes to your bank account information

SUPPLIER INFORMATION

Organization Name:	
Address:	
Phone:	Fax:
Email (required for payment notification):	

Contact:
Title:
Phone:

SUPPLIER BANKING INFORMATION

Attach a void cheque. Account holder's name(s) must be printed on the cheque by the financial institution. We do not accept non-personalized cheques.

If you are NOT enclosing a void cheque, this section must be completed and STAMPED by the bank.

Account holder's name(s)		Bank Stamp
Branch address	City	
Branch number	Bank number Account number	

AUTHORIZATION

I hereby authorize the City of Kelowna to process direct deposits to the account specified in the banking information section.

Signature	Date

SUBMIT THE APPLICATION

Choose any of these options:

Mail or hand deliver to:	Financial Services 1435 Water Street Kelowna, BC V1Y 1J4
Fax	250-862-3316
Email	financeap@kelowna.ca (subject line: Direct deposit)