

**To enroll in the Calgary Board of Education (CBE) Accounts Payable (A/P) Electronic Funds Transfer (EFT) Payment program, or to change your current CBE A/P EFT information, please complete this form and return it to:**

Calgary Board of Education - Accounts Payable  
1221 – 8 St SW, Calgary, AB, T2R 0L4

Phone: 403-817-7480

Email: FinanceVendorMaintenance@cbe.ab.ca

FIRST TIME SETUP

CHANGE OF BANKING INFORMATION

**VENDOR INFORMATION:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**DIRECT DEPOSIT INFORMATION:**

**Please attach a bank document indicating Bank Number, Branch Number, and Account number to this form before returning it.** (Online banking allows you to print a void cheque/Direct Deposit Form or other document to meet this requirement)

Payment advice (Cheque Stub information) for EFT payments are distributed via Email. Please provide the Email address you would like the payment advice statement sent to.

Email: \_\_\_\_\_

**FOR CHANGES TO BANKING INFORMATION ONLY:**

Please complete the following to verify the information that we currently have on file:

Previous Bank: \_\_\_\_\_

Previous Account Number (if known): \_\_\_\_\_

Amount of last payment from CBE: \_\_\_\_\_

Method of Payment (Cheque/EFT): \_\_\_\_\_

This authorization is to remain in full force and effect until The Calgary Board of Education has received written notification from the parties involved of banking information change in such manner as to afford the Calgary Board of Education a reasonable opportunity to act on it.

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Authorized By (Please Print Name)

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Title

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Authorized Signature

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Date (yyyy-mm-dd)

The personal and business information on this form is collected under authority of the Alberta School Act and is protected under terms of the Alberta Freedom of Information and Protection of Privacy Act. The information will be used and disclosed only for the purpose of conducting business and processing payments for goods and services received by the Calgary Board of Education.