



## Volleyball BC Electronic Funds Transfer Guide

In order to be paid via an electronic transfer of funds, please complete the following steps:

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| 1. <u>Log on to your Online Banking and download a <i>Direct Deposit Form</i></u><br>a. If you are unable to log on to Online Banking, please visit your bank to obtain said <i>Direct Deposit Form</i> .<br>b. You may also provide us with a <b>void cheque</b> in lieu of a <i>Direct Deposit Form</i> . |
| 2. <u>Complete the form titled <i>Volleyball BC – Vendor/Coach/Referee Information Collection</i></u>   |
| 3. <u>Please scan and email or physically return both the <i>Direct Deposit Form (or void cheque)</i> and the fully completed <i>Volleyball BC – Vendor/Coach/Referee Information Collection</i></u>  |

Checklist:

- Direct Deposit Form or Void Cheque
- Fully Completed Volleyball BC – Vendor/Coach/Referee Information Collection form

Please contact any Volleyball BC staff member if you have any questions about this process.

## Volleyball BC – Vendor/Coach/Referee Information Collection

The following information is required from your organization so that Volleyball BC can make payment of invoices electronically to the organization's vendors. Please attach a direct deposit form or a copy of a void cheque.

Vendor/Coach/Referee Name	Mailing address: Apt No – Street No,	Street Name
City	Prov/Terr	Postal Code
Social Insurance Number		
Telephone Number	Email Address	
<b>Certification</b>		
I as the person entitled to receive the payments, authorize Volleyball BC to deposit amounts owed, into the above noted bank account. This authorization may be cancelled at any time upon written notice.		
Signature	Date	
Vendors/Coaches/Referees will be contacted via email when payments have been processed.		