



Electronic Funds Transfer

Supplier Eligibility Form

CIBC Corporate Services Settlement Operations is able to provide EFT (Electronic Funds Transfer) with email remittance for supplier invoice payments. To receive payment by EFT, **please provide a copy of a voided cheque and/or authorized payment details from your financial institution.**

Once we have set your company up to receive payment by EFT, all subsequent payments from CIBC will be issued to you via EFT. When an EFT payment is made, CIBC will notify you by email and include the following payment details:

- Invoice date
- Invoice number
- Amount paid

In order to qualify for EFT payment with CIBC, the following criteria must be met:

- You are billing CIBC and doing business with CIBC only in Canadian dollars.
- All of your invoices have an invoice date, unique invoice number identifier and CIBC **provided supplier code and supplier location code.**
- All payments to your company can be accepted into one single bank account.
- The bank account must be a Canadian currency bank account at a Canadian-domiciled financial institution.

If all criteria are met, the following information below is required in order to process payment via EFT:

1. Payee/Remittance Name
2. Payee/Remittance Full Address

3. GST/HST Number (if applicable)
4. Payee Contact Name
5. Payee Contact Phone Number
6. Email Notification Address
(Email address of individual/area responsible for applying the funds)
7. Bank Name
8. Bank Address

9. Bank Transit (5 digits)
10. Bank Branch/Routing Number (3 digits)
11. Bank Account Number

Please confirm:

Can all payments for invoices issued by this company be deposited into this bank account?

YES NO (EFT not a viable option)

Please send this information by email in **pdf format** to Mailbox.CSOAPVendor@cibc.com, or, mail to:

CIBC Accounts Payable ATTN: AP Manager
750 Lawrence Ave. West, E-8
Toronto, Ontario M6A 1B8 CANADA

In the event that you the "Supplier" receives an EFT payment in error or CIBC notices an error, supplier agrees to notify CIBC and return the funds in full within 48 hours of receipt without dispute. After 48 hours interest will apply if not returned in full. If the supplier does not reimburse the funds, then in addition to any other remedies, CIBC can offset those amounts against any other monies it owes the supplier. To ensure accounting integrity, you agree to not use these funds to offset other liabilities owing to your company. Your contract with CIBC or governing law will form the escalation process if there is a dispute over incorrectly transferred funds.

COMPLETED BY: _____ TITLE: _____

SIGNATURE*: _____ DATE: _____

*Approver must be a valid signing officer of the company.