



Purpose: This form is used by University of Alberta (U of A) departments and faculties to authorize and set up electronic payments directly into the U of A bank account. Providing accurate banking and payer information ensures that funds are received securely and applied correctly to your departmental revenue accounts.

Save

Print

Clear

Important!: Read the [EFT Incoming Payment Procedure](#) for further information.

Complete and submit the form prior to the date of expected funds transfer.

Instructions: Download the PDF document and open it using Adobe Acrobat or Reader rather than a web browser. Enter information into all sections, ensuring the form is complete; incomplete or handwritten forms will be returned for correction. The document must be digitally signed using the formal sign off fields provided. Once finished, save the digital file directly. Do not print or scan this form, as only the original version will be accepted.

[Access the Service Portal](#) and select the [Submit a finance form](#) option from the Staff Services Catalog. Attach the completed form and any supporting documentation.

Refer to [Chapter 7 of the Guide to Financial Management](#) for further information.

For assistance with this form, contact the [Staff Service Centre](#).

Section A: External Customer (Payor)

Customer Name: _____

Section B: Currency Details

Currency Type: ☐ CAD ☐ USD ☐ EUR ☐ Other: _____

Expected Date of Transfer: _____ Deposit Amount: _____

Deposit Frequency: ☐ One Time ☐ Recurring

Section C: U of A Contact (Receiver)

Faculty/Department: _____

U of A Contact Information: _____ Phone Number: _____

U of A Email: _____

Section D: Purpose of Payment (as applicable)

Select One: ☐ Incoming Accounts Receivable Payments ☐ Departmental Funding

For Incoming Accounts Receivable Payments:

U of A Invoice Number or Billing Number: _____

PO Reference Number (if applicable): _____

Approvals and Authorization

Finance Partner or Delegate: _____

Signature: _____ Date: _____
(yyyy-mm-dd)