Supplier Information and Payment Authorization Form

This information is required from the Supplier before an order or payment can be issued by The Corporation of the Town of The Blue Mountains (Town). Notice of changes to this information or termination must be made to the Town using this form. The Town requires 30 days to process.

Suppliers are responsible for any errors in the information provided and for any failure or delay in notification of changes. Any loss of payment, once the deposit has been received by the Supplier's bank will be borne by the Supplier. Any duplicate payment, overpayment, fraudulent payment or payment made in error will be promptly returned to the Town.

All invoices are to be emailed to accountspayable@thebluemountains.ca

Legal Entity Name	
Operating Name (if applicable)	
Business Address	
HST Account Number	
Contact Name	
Contact Email	
Contact Phone	
Accounts Receivable Contact Name	
Accounts Receivable Email	
Accounts Receivable Phone	

To ensure secure and efficient payment processing, Canadian Suppliers will be paid electronically by Electronic Funds Transfer (EFT).

Supplier's bank details MUST be submitted using one (1) of the following methods:

- Copy of a **Void Cheque** (bank must be in Canada) **OR**
- Bank certified **Direct Deposit** form.

Approvals and Authorization

By completing and submitting this form, I consent to the Town's validation process and confirm that all information provided pertains to the legal entity listed on this form.

Official Signing Officer Name & Title	
Official Signing Officer Email	
Official Signing Officer Phone	
Signature	
Date	