



Electronic Fund Transfer and Vendor Account Changes

Confirm set up or changes to existing payee account information:

- Company information
- Bank account information
- Start Electronic Fund Transfer (*direct deposit, ACH, Wire*)
- Change bank account information
- Withdraw from Electronic Fund Transfer (*return to payment via cheque*)
- Payment remittance information (*i.e. email to receive payment details*)

Complete the form and include a void cheque **OR** letter/confirmation from your bank. For change requests, confirm the **existing** information and add the **new** information.

Email or fax completed form and void cheque/bank letter to:

- VendorAccountChanges@hydro.mb.ca
 - Fax: 204-360-6126
- ATTN: ACCOUNTS PAYABLE

Information	Existing	New
COMPANY		
Company name		
CRA registration no.		
Physical company address (<i>PO Box not accepted</i>)		
Contact name		
Contact phone		
Contact email		
BANK ACCOUNT (<i>Provide a void cheque or confirmation letter from the organization's bank, for verification purposes. These changes cannot be made until this documentation is provided.</i>)		
Currency	<input type="checkbox"/> CAD <input type="checkbox"/> USD <input type="checkbox"/> EURO (WIRE Only)	
Financial institution name		
Financial institution address		
CANADIAN BANK		
Bank no.		
Branch/transit no.		
Bank account no.		
BANK (<i>institutions outside of Canada</i>)		
ACH account no. (<i>preferred for US companies</i>)		
WIRE/IBAN account no.		
Routing no./ABA/BIC/SWIFT code		
REMITTANCE (<i>check your preference to receive remittance details</i>)		
<input type="checkbox"/> Email		
<input type="checkbox"/> Fax no.		

I authorize Manitoba Hydro to make all payments due to the identified payee via electronic funds transfer into the account provided on the attached void cheque or letter/confirmation from the bank (or as previously provided). As applicable, I have the authority to provide the above information on behalf of the payee. The payee will ensure that any change to banking information is promptly submitted to Manitoba Hydro via another "Electronic Fund Transfer and Account Changes form". I acknowledge that it is my responsibility to provide correct information. I acknowledge that any changes may take several weeks to process from the receipt of the form. Manitoba Hydro has the right to convert payment, back to cheque, without notice.

Signed by (Authorized Officer)	yyyy mm dd	Authorized Officer name and title
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