



To:

From: Rotary International District 5370

Subject: Direct Deposit / Electronic Payment of Accounts Payable and Expense Claims

Rotary International District 5370 has made the decision to process payments electronically using Telpay's Electronic Payment Services. This change will be implemented during July and August. To accomplish this, we require banking information so that payments can be automatically deposited to the payee account. Receiving direct deposits is free for the payee.

What are the benefits of direct deposit?

1. No more paper cheques:

Processing and signing cheques is a manual and time consuming process and we would like to save time and money by using direct deposit, especially since our authorized signing officers are located throughout our district.

2. On-Time Payments:

Telpay processes deposits automatically to the payee bank account without the hassle of slow or misdirected mail. All payments will be deposited into the account identified by the payee on a timely basis.

3. Detailed Payment Notification:

An email notification will be sent to the payee with each direct deposit payment and contains the same payment details currently found on a cheque requisition.

Please complete the information below and return to office@rotary5370.org.

Important Payment Information:

RI District 5370 utilizes Electronic Processing of payments. To ensure prompt payment of this request, complete the following:

provide your direct deposit information:

Transit Number (5 digit) _____ Institution Number (3 Digit) _____

Account Number _____

Please email this completed information form to office@rotary5370.org , any questions please contact Deneen at the District Office.

Thank you,

A handwritten signature in black ink, appearing to read "K. Romanchuk".

Kevin Romanchuk CPA-C.A. - District Treasurer