



DIRECT DEPOSIT APPLICATION

For BC Liquor Distribution Branch (LDB) Supplier User Only

Please read important information on reverse

Freedom of Information and Protection of Privacy Act (FOIPPA)

The personal information requested on this form is collected under the authority of the *Financial Administration Act* in compliance with the FOIPPA and will be used to process your Direct Deposit Application. The financial information contained below is protected under the provisions of the FOIPPA and will be used only for direct deposit by means of electronic funds transfers. Questions about collection of this information should be directed to LDB Finance, Accounts Payable.

Part 1 – Supplier Information The supplier’s business name must match the bank account name and the name associated with the vendor number.

BUSINESS NAME	VENDOR NUMBER
DAYTIME PHONE NUMBER	E-MAIL ADDRESS – <i>for email delivery of payment remittance details</i>
Optional 2 nd E-MAIL ADDRESS	Optional 3 rd E-MAIL ADDRESS
MAILING ADDRESS	POSTAL CODE

Part 2 – Banking/Financial Institution Information: Attach a void cheque (*recommended*) and leave Part 2 blank. Alternatively, fill out the section below and obtain verification from your financial institution as indicated.

BANK/FINANCIAL INSTITUTION NAME	TRANSIT NUMBER 5 Digits	INSTITUTION NUMBER 3 Digits	BANK ACCOUNT NUMBER (Maximum 12 Digits)
		0	
BANK/FINANCIAL INSTITUTION ADDRESS	FINANCIAL INSTITUTION VERIFICATION – Provide Financial Institution stamp and representative signature to ensure account information accuracy for EFT remittance * <i>Not required if void cheque is attached</i> *		
	SIGNATURE AND BANK STAMP CONFIRMING ACCURACY OF TRANSIT AND ACCOUNT NUMBER	DATE SIGNED YYYY / MM / DD	
POSTAL CODE			

Part 3 – Instruction and Authorization

INITIATE Direct Deposit Payments to the above account

CHANGE email or banking information as indicated above

Signature of Supplier / Authorized Supplier Representative (Please refer to important information on reverse)

I authorize the BC Liquor Distribution Branch (LDB) to make direct deposit payments to the account I have provided above. I understand that payment remittance detail information will be sent to the email address(es) I have provided above and agree to receive this information by email transmission.

	DATE SIGNED YYYY / MM / DD
Authorized Signature	
Name and title	

LDB Use Only

Site Name(s) _____	Oracle Supplier no. _____	Initials _____
AR Banking data entered _____	Initials _____	Date _____
AR Banking data verified _____	Initials _____	Date _____
PCM data entered _____	Initials _____	Date _____



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DIRECT DEPOSIT INFORMATION

- Do not change or close your bank account before requesting a change with this form. Please allow up to 2 weeks for processing. Changing or closing your account before requesting a change may result in payment delays.
- If the payment cannot be deposited to the banking information on file, a cheque will be issued and mailed to the address information on file.
- Only an original application signed by the registered supplier or authorized supplier representative will be accepted for processing. Faxed or electronically submitted applications will not be processed.
- Your Direct Deposit information will remain in effect until you update the information by submitting a new Direct Deposit Application form. Forms can be obtained from the BC Liquor Distribution Branch corporate website (www.bclldb.com), the LDB Vendor website (www.vendor.bcliquorstores.com), or call LDB Accounts Payable at 604-252-3310.
- Complete Part 1 through 3 and mail to:

BC Liquor Distribution Branch
Attn: Finance, Accounts Payable
3383 Gilmore Way
Burnaby, BC V5G 4S1

DIRECT DEPOSIT – Q & A's

Q	Will Electronic Funds Transfer (EFT) for LDB payments cost me anything?	A	No. We do not charge a fee for processing payments via EFT or by cheque.
Q	What about bank charges?	A	Bank charges may apply depending on your bank and the type of account. However, electronic deposits typically have lower banking fees than cheque deposits. For more information, check with your bank.
Q	What if I don't have a bank account?	A	You must have a bank account to receive EFT payments. You may use any financial institution in Canada.
Q	Will the bank hold my funds?	A	No, unlike a cheque which has to clear the originating bank, an electronic deposit is considered a cash deposit to your account and the funds are available for use immediately.
Q	Can the LDB find out my banking information?	A	No. Banks cannot release information to a third party (the government or anyone else) without written permission or a court order. The LDB cannot access your bank balance, transactions, and other banking information.
Q	Can the LDB take money from my account?	A	No, the LDB can only deposit money to your account.
Q	What are the benefits of an electronic deposit?	A	Security: No risk of a cheque getting lost or stolen in the mail or during handling on its way to the bank. Convenience: No need to visit the bank to make a deposit or to visit LDB head office for cheque pick-up. Speed: No delay while cheques are in the mail or waiting to be deposited. Funds are put directly into your account and are available immediately. Privacy: Signing-up for EFT only permits the LDB to deposit funds. Your bank account remains completely secure and confidential.
Q	Why provide an email address?	A	We require an email address so we can send you a statement of payment notification and a detailed payment file in place of the cheque stub and supporting documents that accompany cheque payment.
Q	I would like the remittance information to go to more than one recipient. How many email addresses can be specified?	A	At least one email address is required. Up to three email addresses can be accommodated. If you need payment notification to go to a larger group, you could create an internal email distribution list and specify the distribution list as the recipient on this form.
Q	What is a statement of payment notification?	A	A statement of payment notification tells you that payment has been released. It is sent approximately three business days before the payment appears in your bank account.
Q	What if I do not provide an email address?	A	An email address is required to accept payment by EFT.
Q	How do I update my email information?	A	Please fill out this form and check 'Change' in Part 3