

**Transaction Type**

New Set Up

or

Cancellation

or

Change of Information

**Request Date**

\_\_\_\_\_  
mm/dd/yy

**Supplier Information**

Supplier Name: \_\_\_\_\_

Alternate Name\*: \_\_\_\_\_ *\*if different from the supplier name*

Supplier Address:

\_\_\_\_\_  
Street Address City State Zip Code Phone Number

Additional Location\*\*:  
\_\_\_\_\_  
\_\_\_\_\_

\*\* List all locations this bank information applies to. If more room is required, please list on the back of this form.

Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

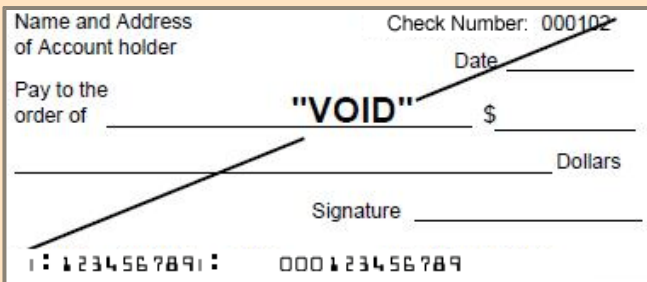
Remittance Email\*\*\*: \_\_\_\_\_

\*\*\* The Remittance email detailing the invoice number, invoice amount paid, date of the payment and the total dollar value of the payment will be sent to the remittance email address specified above.

**Banking Information**

Please attach a voided check

Type of Account:  Business  Personal



ABA (Routing) Number

Account No.

Bank Name: \_\_\_\_\_

Bank Address:

\_\_\_\_\_  
Street Address City

\_\_\_\_\_  
State Zip Code Phone Number

ACH ABA Number: \_\_\_\_\_

Account No.: \_\_\_\_\_

**Please use this form to notify us immediately if your banking arrangements change.**

**Authorization**

I (we) hereby authorize Stantec Consulting Services Inc. To direct payments electronically to the bank account specified here. I (we) acknowledge that the origination of the ACH transactions to my (our) account must comply with the provisions of US law. This authorization agreement is effective as of the effective date above and is to remain in full force and effect until Stantec has received notification of its termination. I (we) agree to submit an updated ACH Authorization Agreement Form to Stantec for the cancellation of this agreement or to make any changes to the information provided within this agreement.

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_  
Phone Number Date (mm/dd/yy)

**Scan and email the completed form and voided check to: [accountspayable@stantec.com](mailto:accountspayable@stantec.com)**

Or **Mail** the completed form to:  
Stantec Consulting Ltd., Accounts Payable 10160 -  
112 St., Edmonton, AB T5K 2L6

**Questions?**

Email [accountspayable@stantec.com](mailto:accountspayable@stantec.com) or call our Accounts Payable direct line: (780) 969-2221

If your company is using an email filtering program ("SPAM-blocker"), Stantec remittance emails could be blocked. To ensure that you receive your remittance advice, contact your network administrator and have the following email address added to your company's "safe" list: [accountspayable@stantec.com](mailto:accountspayable@stantec.com).

The individually identifiable and financial information on this form collected by Stantec Consulting Services Inc. is used only for the purpose of payment of supplier invoices and will not be disclosed to anyone other than the claimant or his/her legal representative.