



ICBC Vendor Account Updates

Please note that in addition to the below, additional information or documents may be required to process any ICBC Vendor Number changes.

Updating your business information

If you need to make changes to your business information, such as changing your address, phone number or email address, the following document must be emailed to ICBC via the email address on the form:

- [Health Service Vendor Account/Change \(CL174G\)](#)

Changing your banking information

If you would like to change your banking information, the following documents must be submitted to ICBC:

- [ACG364 - Authorization for direct deposit](#)
- Copy of void cheque OR a bank direct deposit form

Removing a practitioner

If you would like to remove an existing practitioner from your vendor number, the following documents must be emailed to ICBC via the email address on the form:

- [Health Service Vendor Account/Change \(CL174G\)](#)
 - Ensure you select the "Remove Practitioner" box
- Provide the name of the practitioner you would like removed in the body of your email to ICBC

If you are a practitioner that no longer works for a clinic and would like to ensure that you have been removed from your previous clinic's vendor number, please email Supplier Programs at biproviderapp@icbc.com with your request and included your full name, treatment modality, and the clinic's name and address.