



Authorization for Direct Bank Deposit Claims Vendors

VENDOR NAME		VENDOR NUMBER
VENDOR DBA (doing business as)		
ADDRESS		
EMAIL ADDRESS (for bank deposit notification)	CONTACT NAME	PHONE NUMBER

The above Vendor hereby directs the Insurance Corporation of British Columbia (ICBC) to make any and all payments due and owing to the Vendor by way of electronic transfer of funds to the following account:

Financial Institution Information:

BANK NAME		
BANK ADDRESS (street / city / province / postal code)		
NAME ON ACCOUNT		
BANK TRANSIT NUMBER	BANK NUMBER	BANK ACCOUNT NUMBER

The Vendor understands that should a payment be returned to ICBC then ICBC will make payment by the way of a cheque to the Vendor until the Vendor directs ICBC in writing to make payment into a valid and existing account.

The Vendor shall notify [ICBC](#) at least 5 business days prior to the next Vendor payment date if at any time,

- a) there is a change in the Vendor Name;
- b) there is a change in the bank deposit notification e-mail address;
- c) there is a change in the Financial Institution, Name of Account or Account Number provided above; or
- d) there is a change in the authorized signatory for the vendor.

The Vendor agrees not to make any claim or take any proceeding against ICBC or any person or corporation for any and all monies paid by ICBC by means of electronic transfer into the above Account at the above Financial Institution.

The Vendor may email this completed document with attached void cheque to [ICBC](#).

NAME AND TITLE OF AUTHORIZED SIGNATORY (please print)

SIGNATURE

DATE (ddmmmyyyy)

ATTACH A VOID CHEQUE FOR DIRECT DEPOSIT TO YOUR ACCOUNT.

Definitions:

For the purpose of this direction to pay, the following terms will have the following meanings:

Vendor Name (legal name of business): The full legal name of the company used when application was made for ICBC vendor number.

Vendor Number: The vendor (previously called Vendor) number issued by ICBC.

Vendor DBA: The business name, if any, by which the company is known.

E-mail Address: The e-mail address where bank deposit details will be electronically sent.

Name of Bank: The name of bank, credit union, or trust company where the vendor would like the funds to be directed.

Bank Address: Location of the bank where the funds will be deposited.

Name on Account: The name on the account where the funds are to be deposited.

Account Number: The transit number, bank number and account number found on the bottom portion of the 'void' cheque attached.

Name and Title of Authorized Signatory: The name of the person who has signing authority on the above noted bank account.