



The City is committed to our vendors and is encouraging electronic transactions to support action taken in response to COVID-19. The City encourages vendors not yet being paid electronically to take this opportunity to enroll in our eCommerce Direct Deposit Payments program.

Valued Vendor:

Re: eCommerce Direct Deposit Payments

The world of eCommerce is rapidly changing business practices. The City of Victoria offers the option of having invoices paid directly into your bank account through an electronic payment program. This will increase our efficiency in making invoice payments to our vendors.

Payment of invoices by direct deposit will benefit you immediately through:

- The elimination of your time spent depositing payments.
- Faster access to your funds due.
- The elimination of delivery disruptions or lost mailings.
- The elimination of the threat of fraud, lost or stolen cheques.

Remittance Advice Options

Your Statement of Account from your Financial Institution will reference the payments from the City of Victoria. Remittance advice detailing the amount and invoice number will be issued just prior to the time of deposit by an email remittance advice from the City.

In order to take advantage of our direct deposit program, email a scanned copy of the completed form (***Payment Information Form***) along with the scanned copy of a **void cheque** to accountspayable@victoria.ca. eCommerce Direct deposit will be established upon receipt of your response.

If you have any questions or concerns, please contact June at 250.361.0240 or Anastasia at 250.361.0237.

We hope to better serve you through this enhanced service.

Thank you.

**Finance
Department**

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