

Electronic payment authorization form



Form is to be filled out by the supplier requesting the change

A – Request type

Adding banking information. Changing existing banking information. Last four digits of previous banking:

B – Supplier information

Legal company name: Tax I.D. number:

Doing Business As (DBA) name or Operating As (O/A) name:

C – Supplier contact information *(must be able to verbally confirm specific payment and banking information)*

Name: Job position:
Email address: Telephone:
Office hours available: Time zone:

D – Payment details

Bank account currency or currencies being requested: CAD USD Other: Email address for emailed payment remittance details:

***IMPORTANT* Supporting documentation requirements. Attach one of the following:**

- Void check (must display account holder name and bank information)
- Direct Deposit Form/Financial Institution Letter with account information (on Bank Letterhead)
Information on company letterhead will not be accepted.

Provide information about our last payment to this company:	
Payment amount: <input type="text"/>	What invoice numbers were included in this payment? (Max three invoices) (If this supplier does not have invoice numbers, enter the account number).
Payment date: <input type="text"/> (The date the check was cashed or electronic payment received)	Invoice number: <input type="text"/>
	Invoice number: <input type="text"/>
	Invoice number: <input type="text"/>

E – Authorization

I authorize Enbridge to deposit payments owed to the organization or individual listed above to the bank account provided in the accompanying supporting documentation.

Authorized person's name: Authorized person's job title: Date:

Email address: Telephone:

F – Submission instructions

If you are working with your Enbridge representative, provide this form and your banking documentation to them for submission. You may also submit this directly to Enbridge with your banking documentation via the ServiceNow platform: enbridge.service-now.com/csm.

Failure to provide the required documents listed above may result in significant processing delays.