



**RESORT MUNICIPALITY OF WHISTLER**

4325 Blackcomb Way TEL 604 932 5535  
Whistler, BC Canada V8E 0X5 TF 1 866 932 5535  
whistler.ca FAX 604 935 8109

## DIRECT DEPOSIT AUTHORIZATION

The Resort Municipality of Whistler ("RMOW") is pleased to offer direct deposit payments of invoices as a replacement of cheques. Direct Deposit will provide us with a secure and more efficient way to get your payments to you in a timely manner. All suppliers receiving a direct deposit payment will receive a detailed remittance advice by email.

We would like to make all future payments to you via direct deposit. Please complete the information form below and [attach a void cheque or direct deposit details \(on your financial institution's letterhead\)](#) at your earliest possible convenience. You can return it by email or mail.

**Email void cheque and completed, signed form to: [ap@whistler.ca](mailto:ap@whistler.ca).**

**Mail to: Accounts Payable, 4325 Blackcomb Way, Whistler, BC, V8E 0X5**

**Suppliers that have provided banking details for Direct Deposit will be set up to receive payments only after the RMOW Finance Team verbally verifies banking details via telephone.**

**Business Name:** \_\_\_\_\_

**Email Address for Remittance Advice:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

\_\_\_\_\_

**WorkSafe BC number:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please note: We pay by invoice only. Invoices must be sent to [AP@whistler.ca](mailto:AP@whistler.ca)  
Purchase order numbers must be quoted on invoices and shipping costs.**