

Vendor Set Up, Electronic Fund Transfer (EFT) and Declaration for Services

Please fill in the form to complete vendor set up or vendor profile legal name updates.

INSTRUCTIONS

Indicate whether submission of this form is for new vendor set up, or whether you have done business with UBC in the past and are requesting update to legal name and/or address details. Completion of specific sections on this form are dependent on the selection below:

New Vendor Set Up

Legal Name & Address Updates

Select the primary category from the drop down menu below that defines the type of goods or services provided.

Supplier Category

- If you are completing **new vendor set up**, please include all relevant fields in the Legal Name Details, Payment Remittance Address, and EFT Details sections. Signature at the bottom of the form is always mandatory.
- If you are only requesting **update to legal name & address details**, please include all relevant fields in the Legal Name Details and Payment Remittance Address sections. [Proof of identity](#) and signature at the bottom of the form is always mandatory.
- If you require an **update to banking details**, please access UBC's standalone EFT form, available to [Canadian](#) and [US](#) vendors, and follow the instructions on the form for submission.

If you **require assistance** completing the form, or if you have completed the form, please **email your UBC department contact**.

LEGAL NAME DETAILS FOR BUSINESS/CORPORATION/ORGANIZATION

Please complete this section if you are an incorporated Business, Corporation or Organization.

Company/Business Name:

Business Registration Number:

GST Number:

Is your company or business registered in Canada? Yes No

LEGAL NAME DETAILS FOR INDIVIDUAL

Please complete this section if you are an Individual or Sole Proprietor (non-incorporated).

Given Name:

Family name:

SIN:

GST Number (if available):

Are you a resident of Canada? Yes No

I declare that I am not an employee of UBC, that I am not entitled to employment-related benefits, and that for payments received from UBC for services rendered, no deductions will be made for Employment Insurance, Canada Pension Plan or Income Tax.

Signature: _____

PAYMENT REMITTANCE ADDRESS

Payment Remittance Name (if different than legal name):

Address Line 1:

Address Line 2:

City: State/Province: Postal Code/Zip Code

Country:

Name of Contact Person: Phone Number:

Email Address: Website (optional)

ELECTRONIC FUND TRANSFER (EFT)

UBC's preferred payment method is EFT. To be set up for EFT payment please choose from one of the 3 options. Ensure that Vendor / Payee Name matches the Bank Account Name.

- 1. Attach a physical voided cheque to this form;
- 2. Download a void cheque from your bank's online banking portal, get it stamped by your financial institution, and attach it to this form;
- 3. Fill out the banking details in the fields below and get it stamped by your financial institution.

Attach Physical Void Cheque Here

Bank Name:

Institution Number (for Canadian Banks): Bank/Transit Number/ABA Routing (US):

Account Number:

SIGNATURE

I declare that, I am authorized to provide the details on this form, and that to the best of my knowledge, all the information on this form is true and complete.

Name: Signature: _____

Date:

Please email completed and signed form to your UBC department contact for processing.
For further information access the available [vendor support materials](#).