Annapolis Valley
REGIONAL SCHOOL BOARD

121 ORCHARD ST, PO BOX 340
BERWICK, NOVA SCOTIA
CANADA B0P 1E0
TOLL FREE: 1-800-850-3887
PHONE: 902-538-4600
FAX: 902-538-4630
www.avrsb.ca

Accounts Payable Department
Tel: 902-538-4738/902-538-4624
Fax: 902-538-4657
AVRSB-EFT@avrsb.ca

NEW TRADE VENDOR REQUEST FORM

RETURN COMPLETED FORM TO:
ATTN: ACCOUNTS PAYABLE DEPARTMENT (FAX: 902-538-4657 or e-mail: AVRSB-EFT@avrsb.ca)

Company Name: _____

Last Name: _____ First Name: _____

Street Address: _____ City: _____

Prov: _____ Postal Code: _____ Phone# : ( ) _____ Fax# : ( ) _____

E-mail Address: _____

BANKING INFORMATION

One of the following pieces of information MUST be included with this form. It must include financial institution information and bank account details. Available options are: Void Cheque, Company Deposit Slip, Letter from Financial Institution or a Copy of Bank Statement with financial transactions blacked out; otherwise, the Direct Deposit information will not be processed.

Financial Institution Name: _____

Street Address: _____ City: _____

Prov: _____ Postal Code: _____ Phone# : ( ) _____

Transit #: _____(5 digits) Bank code _____ (3 digits) Account #: _____

Type of Account: ◉ Chequing ○ Savings

I hereby authorize the Annapolis Valley Regional School Board to deposit all of my payments directly to the Financial Institution and applicable account as indicated above. Signing Officer should be the person or persons who are authorized to approve billing accounts.

_____ _____
DATE Signing Officer's or Owner's Signature

Any future changes to these banking arrangements **MUST BE FORWARDED** to:
Annapolis Valley Regional School Board, A/P, PO Box 340, Berwick NS B0P 1E0
Fax: 902-538-4657 or E-mail: AVRSB-EFT@avrsb.ca

FOR AVRSB USE ONLY:			
Requested by:	Does this vendor need to be set up to "Raise a PO" immediately?	**YES** ☐	**NO** ☐
Entered in A/P by:	Date Entered in A/P:		