



THE UNIVERSITY OF BRITISH COLUMBIA

Department of Obstetrics & Gynaecology

Faculty of Medicine

Electronic Funds Transfer (EFT) Form – Helpful Hints

For EFT or ACH setup or update requests, one of the following three options is required to be attached with the completed and signed EFT/ACH Request form, and ensure that the supplier/payee name matches the bank account name.

1. Attach a physical voided cheque to the EFT/ACH Request form. The account name on the cheque must show the name printed by the bank and must not be altered in any form.
2. Download a void cheque from your bank's online banking portal, have it stamped by your financial institution, and attach it to the EFT/ACH Request form.
3. Complete the banking details in the EFT/ACH Request form and have it stamped by your financial institution. Other supporting documents for banking information, such as a bank letter, direct deposit information form, or e-cheque are also accepted if they are stamped by your financial institution.

Click [here](#) for a copy of the EFT.