



## City of Fredericton Supplier Information Form

### -GENERAL INFORMATION-

Please provide name and address below exactly as shown on invoice (attach a blank invoice if possible).  
If you have more than one branch/division, complete a separate form for each branch/division.

Supplier (Make Payable to): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_  
(abbreviation)

Postal Code: \_\_\_\_\_ Phone Number: (\_\_\_\_\_) \_\_\_\_\_

Canadian Tax/Business Registration Number: \_\_\_\_\_ RT \_\_\_\_\_

Email (for purchasing communications only): \_\_\_\_\_

Provide **Legal Name** and Address (if different from above):

Legal Name of Supplier: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_  
(abbreviation)

Postal Code: \_\_\_\_\_ Phone Number: (\_\_\_\_\_) \_\_\_\_\_



## City of Fredericton Supplier Information Form

### -DIRECT DEPOSIT BANKING INFORMATION-

Applicable only if financial institution is in Canada and if payment is in Canadian funds.

If a corporate company; select one:

- ONE bank account for ALL branches/divisions of company  
 SPECIFIC bank account for specific branch/division (submit separate forms for each branch/division)

Select one:

- NEW Direct deposit setup  
 CHANGE existing direct deposit banking information

Provide **ONE** of these documents:

- VOID Cheque  
 Financial institution document certifying bank information

**TERMS & AGREEMENT:** *The information provided is to be used by the City of Fredericton for payment purposes only and will be shared with financial institutions involved with the transfer of funds. It is the responsibility of the undersigned to provide the City of Fredericton with an updated Supplier Information Form when invoice and/or banking information changes. Otherwise, the City shall continue to use the bank account provided to deposit any future payments and shall not be responsible for consequences.*

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Email (for payment notification): \_\_\_\_\_  
Provide a secure generic email address that will not be affected by any change of staff within your organization

**E-mail** completed form to: [purchasing@fredericton.ca](mailto:purchasing@fredericton.ca)

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