

SIGN *Up to* *Get* ***PAID*** ***FASTER***

Electronic

Switch to electronic payments and invoicing; take a step towards environmental sustainability, and get paid quicker.



Invoices

Submit invoices to our Accounts Payable department at accountspayable@stcatharines.ca or for Construction Act applicable invoices, please email promptpayment@stcatharines.ca
Please include the following information with the invoice:

- PO Number
- City Department Contact
- Department the supplies were delivered to



Payment

The City of St. Catharines offers efficient payment by credit card or electronic funds transfer (EFT).

Payment by Corporate Credit Card

Complete the Supplier information portion on the attached form. Check off the "Credit Card Box" and email the completed form to suppliers@stcatharines.ca by clicking "Submit".

Electronic Fund Transfer

Complete the form in its entirety and email the completed form along with a PDF or JPEG copy of a MICR-encoded void cheque or bank-stamped document from your financial institution (ie- an authorized direct deposit slip) to suppliers@stcatharines.ca by clicking "Submit".



Questions? E-mail us: suppliers@stcatharines.ca

Action Required

New Supplier

Existing Supplier Change of Banking Information

Company Name

Address

City

Province

Postal Code

Contact Person

Title

Phone Number

Contact Email

Business Number (HST #)

Remittance Email (if different than above)

Authorization

Name

Job Title

Signature

Date

Bank Information (please attach PDF or JPEG copy of a MICR-encoded void cheque or bank-stamped document, such as an authorized direct deposit slip)

Bank Name

Bank Address

City

Province

Postal Code

Bank Branch Number

Bank Account Number

Transit Number

We would prefer payment by Corporate Credit Card (Visa)

Internal Use Only: Supplier Number

For more information visit www.stcatharines.ca | 905.688.5600 | TTY: 905.688.4889
PO Box 3012, 50 Church St., St. Catharines, ON L2R 7C2
suppliers@stcatharines.ca