

1375, boul. St. Laurent Blvd., Ottawa, ON K1G 0Z7
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cupemail@cupe.ca/courriel@scfp.ca – cupe.ca/scfp.ca

REBATES VIA ELECTRONIC FUNDS TRANSFER

Exclusive to Locals on Direct Remittance - CUPE is offering Electronic Funds Transfer (EFT) as another method for you to receive your monthly rebate cheques.

To participate in EFT:

- complete all fields on the attached application form
- return it to us with a “void cheque” with your local information indicated

When a payment is sent to your local:

- an email from CUPE’s Accounts Payable department (accountspayable@cupe.ca) with the subject “Payment by EFT” will be sent to the email address you provided on the application form – do not reply to this email.
- email will include a PDF attachment with a copy of the monthly per capita form. No other copy will be sent, so make sure to print it for your records.

Changes:

- **it is very important to notify us if your local changes their EFT email address otherwise you will not receive your payment notifications.**

Troubleshooting issues:

- check your “junk” email folder
- make sure the domain name (cupe.ca) is not part of your blocked emails
- update your computer with the latest version of Adobe

Questions:

- send email to percapitaeft@cupe.ca
- call 1-800-363-2873, option #1

cope491
December 2017

MARK HANCOCK

National President/Président national

CHARLES FLEURY

National Secretary-Treasurer/Secrétaire-trésorier national

DENIS BOLDUC, FRED HAHN, JUDY HENLEY, DANIEL LÉGÈRE, MARLE ROBERTS

General Vice-Presidents/Vice-présidences générales

CUPE·SCFP

REQUEST FOR PAYMENT BY ELECTRONIC FUNDS TRANSFER (EFT) APPLICATION FORM - PLEASE PRINT CLEARLY

LOCAL INFORMATION (Please also indicate if any of your sub locals are to be paid by EFT)

Local Number	Name of Local Secretary-Treasurer or alternate contact	
Address		
City	Province	Postal Code

BANKING INFORMATION

Name of Financial Institution		Type of Bank Account
Branch Number (5 digits)	Institution Number (3 digits)	Bank Account Number
<u>Please provide the email address to receive the remittance notice and copy of your monthly per capita form</u>		

We are signing officers for the above noted Local and hereby authorize CUPE to credit our Local's bank account.

_____	X _____	_____
Name of Signing Officer	Signature	Date
_____	X _____	_____
Name of Signing Officer	Signature	Date

→ **RETURN BY MAIL, FAX OR EMAIL - DO NOT FORGET TO INCLUDE YOUR "VOID" CHEQUE**

Canadian Union of Public Employees
1375 St. Laurent Blvd. Ottawa, ON K1G 0Z7
Tel.: 1-800-363-2873, option # 1 (General Inquiries)
Fax: (613) 237-5508

percapitaeft@cupe.ca

INTERNAL USE ONLY

Vendor Number:	
Accounts Payable Entered by:	
Per Capita (e-banking set up) Entered by:	