

1375, boul. St. Laurent Blvd., Ottawa, ON K1G 0Z7

Tel./Tél. : (613) 237-1590 Fax/Téléc. : (613) 237-5508 Toll free/Sans frais : (844) 237-1590

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) instead of monthly rebate cheques.

To participate in EFT:

- complete all fields on the attached application form;
- return with your Local **VOID CHEQUE**;

When a rebate is sent to your local:

- an email from CUPE's A/P department (accountspayable@cupe.ca) with the subject "Payment Advice" will be sent to the email address you provided on the application form – **do not reply to this email.**
- The email will contain a pdf attachment document called "Payment Advice". Under column Description is a clickable URL link to your per capita form for download. No other copy will be sent, so make sure to download and print it for your records.

Changes to your information:

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

Troubleshooting:

- if you received funds but no email, check your "junk/spam" email folder.
- Make sure the domain (cupe.ca) is not on your blocked emails.
- Update your computer with the latest version of Adobe.

Questions ?

EMAIL

percapitaeft@cupe.ca

CALL

1.800.363.2873, **option #1**

:am/cope491
2025

MARK HANCOCK

National President/Président national

CANDACE RENNICK

National Secretary-Treasurer/Secrétaire-trésorière nationale

PATRICK GLOUTNEY, FRED HAHN, SHERRY HILLIER, GINA MCKAY, KAREN RANALLETTA

General Vice-Presidents/Vice-présidences générales



**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 <u>email address</u> 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 <i>Entered by:</i>	
Per Capita (e-banking set up) <i>Entered by:</i>	