**EFT & Wire Transfer Change Approval Authorization (Template):**

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| --- | --- |
| YOUR LOGO/NAME | Request Date:  |
| CLIENT/VENDOR INFORMATION: |
| Organization Name (Full Legal name):  |
| Organization Address:  |
| Primary Contact (Full name):  |
| Primary Contact (Email / Phone):  |
| Organization CRA Business Number: |

|  |  |  |
| --- | --- | --- |
| EFT PAYMENT UPDATE REQUEST: | Update:  | New:  |
| Institution:  |
| Transit: |
| Account:  |

|  |  |  |
| --- | --- | --- |
| WIRE PAYMENT UPDATE REQUEST: | Update:  | New:  |
| Transit: |
| Banks Code: |
| Account:  |
| SWIFT Code: |
| Routing Number: |

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| --- | --- | --- |
| eTRANSFER UPDATE REQUEST: | Update:  | New:  |
| Email Address: |

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| --- |
| AUTHORIZATION: |
| Per (Signature):  |
| Name of Signatory:*I have the authority to bind the corporation* |
| Title:  |
| Date: |

***Internal Use only:***

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| --- | --- | --- | --- |
| Client/Vendor Account # |  | Internal Case # |  |
| Change Confirmation: | Yes: Confirmed by: Phone: Video:  | Date Confirmed: |  |
| Approver Name: |  | Date Approved: |  |
| Approver Signature: |  | Date Signed:  |  |