**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: | |

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| 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: |  |