

## **Supplier Banking Information Documentation Standard**

The following documentation standard applies to third party suppliers when submitting banking information to Pembina Pipeline Corporation, its subsidiary companies and affiliates for payment by electronic fund transfers (EFT), wires and automated clearing house (ACH) payments.

Pembina does not process cheques for payment of third party invoices.

### **Acceptable banking documentation**

- Void cheque with laser printed company name, address and account information (no signature); or
- Pre-printed deposit slip; or
- Letter, on financial institution letterhead which includes: name of financial institution, address of financial institution, account holder name, currency of account, account number, institution code, transit and a signatory of the bank

### **U.S. banking information requirements**

- One of the above formats is required along with:
- A physical street address for the bank is required by Canadian laws;
- The routing number provided must accept ACH payments.

**NOTE:** The name on the account must match what is set up in our system or the entity that is billing us. If a parent company is to be paid on behalf of the child entity, a corporate search must be provided.

Please include an email address for payment notifications.

If you have any questions regarding acceptable forms of banking information, please contact **ap-inquiry@pembina.com**.

Please email **ap-inquiry@pembina.com** with any other supplier information updates including your address, phone numbers, emails and contact names.



# COMMUNITY INVESTMENT VENDOR FORM

## Direct Deposit and Contact Information

Pembina Pipeline Corporation is pleased to support your organization through our community investment program. Pembina now requires all donations to our funding partners to be made via EFT (direct deposit). This is to ensure the security of these funds, as cheques can go missing in the mail or be misplaced, and also means that you will receive payments in a timely fashion. **Please return a complete version of this form to [community\\_investment@pembina.com](mailto:community_investment@pembina.com).**

### Contact information:

Please complete this section to make sure our records are accurate. If the information provided differs from the vendor information we may have on file, we will contact you to confirm and update your organization's details.

<b>ORGANIZATION NAME:</b>	
<b>ADDRESS:</b>	
<b>CITY:</b>	
<b>PROVINCE/STATE:</b>	<b>POSTAL/ZIP CODE:</b>
<b>PRIMARY CONTACT NAME:</b>	
<b>EMAIL:</b>	<b>PHONE NUMBER:</b>
<b>CHARITABLE REGISTRATION NUMBER (IF APPLICABLE):</b>	

Will Pembina receive a tax receipt for this donation?

- Yes    If yes, please provide the amount:
- No

To set up an EFT, please provide your organization's direct deposit information. You may either attach a void cheque **OR** a pre-printed deposit slip.

## ATTACH CHEQUE HERE

Please note that we cannot accept counter cheques, and the company name and address must be printed on the cheque by the bank.