



# WeatherTech Restoration Services Inc.

*...The Weatherproofing People...*

November 12, 2013

Attn: Accounts Receivable

From: WeatherTech Restoration Services Inc.

Subject: Direct Deposit/Electronic Payment of Accounts Payable

WeatherTech Restoration Services Inc. has made the decision to pay all our future invoices electronically using Telpay's Payment Services. To accomplish this, we require your banking information to automatically credit your bank account, along with an email address or fax number to direct the payment details to you. **Receiving direct deposits from our business is free for you.**

What are benefits of direct deposits for your business?

1. No more paper cheques – We find that processing cheques is a manual and time consuming process and we would like to save time and money by using direct deposit.
2. On-Time Payments - Telpay processes direct deposit payments daily without the hassle of slow or misdirected mail. All payments will be deposited into your account on a timely basis.
3. Detailed Payment Notification – An email or Fax notification will be sent to you with each direct deposit payment and contains the same payment details you currently find on a cheque remittance. If we are making a payment for multiple invoices you will see corresponding details on the email notification.

We have attached a Biller Information Form for you to fill out. Please attach a void cheque to this form to indicate where payments are to be deposited.

If you have any questions please contact Angela Slegers at [aslegers@wrsi.ca](mailto:aslegers@wrsi.ca) or 519-268-1173

Please return by fax 519-268-8975, email [aslegers@wrsi.ca](mailto:aslegers@wrsi.ca) or to 1054 Shaw Rd, Dorchester On, N0L 1G4

Thank you,

Angela Slegers  
Vice-President  
WeatherTech Restoration Services Inc.

# Bill Information Form

Upon completion, please scan and email this form to [bill@telipay.ca](mailto:bill@telipay.ca) or fax this form to 866.396.2548.  
\*Indicates required information

Telipay Use Only

Bill Code: \_\_\_\_\_

Entered \_\_\_\_\_ Verified \_\_\_\_\_

## Company Information

Company Name\* (as it appears on your invoice or bills)

Company Legal Name (if different from Company Name)

Mailing Address Street/P.O. Box\*

City\*

Province\*

Postal Code\*

( )

( )

Main Business Phone\*

Business Email\*

Main Business Fax

Business Number (BIN)

Business Website

Contact Name

Contact Title

EN  FR

Preferred Language

( )

( )

Phone Number

Email Address

Fax Number

## Payment Information\*

Preferred method of payment details report delivery (choose one):

Email to: \_\_\_\_\_

Fax to: ( ) \_\_\_\_\_

Payments from customers to be made:

Daily  Weekly

Report Language:

EN  FR

**Yes! I have attached a void cheque to this form to indicate the bank account where my payments are to be deposited.\***

If you do not have cheques with the company name printed on them, you may alternatively provide a copy of the top portion of a bank statement with the company name and account number printed on it OR a signed letter from the bank that indicates the account number.

## Authorization to Credit Account

\* A minimum of one Authorized Officer is required

1. Name of Authorized Officer\*

Signature and Title of Authorized Officer\*

Date

2. Name of Authorized Officer\*

Signature and Title of Authorized Officer\*

Date

The company warrants that the banking information provided relates to bank account information of the company and that said information has been provided by individuals of the company that are authorized to provide banking information.

\*\*Telipay Incorporated warrants that it will maintain the Company's information confidential and its use will be exclusive to Telipay Inc.

\*\*Upon receipt of a duly executed Biller Services Agreement, the Biller Information Form shall be referred to as Schedule A within the agreement.

\*\*If you receive an unsolicited email requesting that you click a link, enter your personal information or password, it is NOT from Telipay. If you are ever unsure of the authenticity of any email, please report it to Telipay.