



# SUPPLIER INFORMATION FORM

Use this form to register a new Supplier or update Supplier information in the Town of Aurora's financial system (Oracle Cloud Fusion). Complete all required fields and provide supporting documentation where indicated.

Date	<input type="checkbox"/> New Supplier Registration <input type="checkbox"/> Update Existing Supplier
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## SECTION A – SUPPLIER DETAILS

Legal Name of Supplier			
Operating / Trade Name			
Supplier Type		<input type="checkbox"/> Corporation <input type="checkbox"/> Sole Proprietor / Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Non-Profit <input type="checkbox"/> Government Agency <input type="checkbox"/> Other (please specify): _____	
GST/HST Number (if applicable)		Website (if available)	
Primary Phone		Primary Email	
Street Address		City	
Province		Country	Postal Code

## SECTION B – CONTACT INFORMATION

<b>Business / Contract Contact</b>			
Name		Title / Role	
Phone	Ext.	Email	
<b>Accounts Receivable / Billing Contact</b>		<input type="checkbox"/> Same as Business / Contract Contact	
Name		Title / Role	
Phone	Ext.	Email	

## SECTION C – PAYMENT DETAILS

Payment Method (select one)	<input type="checkbox"/> Cheque or <input type="checkbox"/> Electronic Funds Transfer (EFT)		
<b>Cheque Mailing Address</b>	<input type="checkbox"/> Same address as listed in Section A		
Street Address		City	
Province		Country	Postal Code



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<b>EFT Banking Information</b>		<b>Required: <input type="checkbox"/> Void Cheque or <input type="checkbox"/> Bank Letter within 6 months</b>			
Account Owner		Bank Name			
Institution Number		Transit Number		Account Number	
Email for Remittance Notifications					

## SECTION D – AUTHORIZATION AND ACKNOWLEDGEMENT

**Authorization:** I certify that the information provided on this form and the attached documents is true and complete. I authorize the Town of Aurora to make payments to the bank account specified above by Electronic Funds Transfer (EFT) or by cheque, as selected. This authorization remains in effect until the Town receives written notice of cancellation or an updated, verified form.

<b>Authorized Representative Name (print)</b>		<b>Title / Role</b>	
<b>Phone</b>		<b>Email</b>	
<b>Signature</b>		<b>Date</b>	

## TERMS AND CONDITIONS

### 1. Supplier Legal Name

The Supplier, whether an individual or a business, must provide its full legal name exactly as it appears on official government documents.

### 2. Operating and Trade Name

Suppliers must provide their legal name. If a Supplier uses an operating or trade name that differs from its legal name, the Supplier must provide documentation confirming the connection between the names, unless all third-party documents (e.g., GST/HST registration, void cheque) display the same name. The Town may request proof of the Supplier's legal name, verification of how any additional names are registered, and any other documents needed to confirm the Supplier's legal status.

### 3. Payment

#### 3.1 Electronic Funds Transfer (EFT)

To receive payment by EFT (Direct Deposit), the Supplier must provide to the Town the information required by the Town to make payment, including:



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- A void cheque, or
- A bank letter on official letterhead dated within the last six months.

## 3.2 Payment Currency

All payments will be issued in Canadian dollars (CAD).

## 3.3 Documentation and verification

The Town will not issue payment until all required and accurate documentation, including correct EFT information, is received. Invoices submitted before correct EFT information is provided to the Town shall not be considered to be proper invoices. The Supplier shall not be entitled, nor have any right, to any interest or to any other manner of claim whatsoever for delayed or non-payment as a result of incorrect EFT information or improper delivery of EFT payment information.

If an erroneous transfer occurs because the Supplier's EFT information was incorrect, the Town will be deemed to have made payment and the Supplier will be solely responsible for recovery of any erroneously directed funds.

## 3.4 Changes to Payment Information

Any changes to payment information must be reported to the Town immediately and will only take effect once verified through Town procedures. The Town will contact the Supplier to confirm any requested changes. Any invoice received prior to verification of the account change may be processed to the previously approved account on file. The Supplier may request payment suspension until updated EFT information is verified. If such suspension would result in a late payment under any payment terms of a contract, the Supplier's request for suspension shall extend the due date for payment by the number of days of the suspension.

The Town is not liable for errors resulting from changes to EFT information provided by the Supplier's financial agent.

## 3.5 Payment Terms

- Standard terms are Net 30 days.
- Payments under the Ontario Construction Act are Net 28 days.
- No interest will be paid on outstanding or delayed payments.