

## Interac eTransfer Authorization Form

Saskatchewan School Boards Association (SSBA) is set up for certain individuals/suppliers/vendors to receive payment by Interac e-Transfer. Instead of paper cheques, Interac e-Transfer will allow payments to be deposited into the recipient's bank account directly in a secure manner.

**Interac eTransfer is for individuals/suppliers/vendors that do not have recurring business or financial transactions with the SSBA.** It is limited to individuals/suppliers/vendors who have one or two payments in a calendar year. Individuals/suppliers/vendors that have recurring business or financial transactions with the SSBA shall be asked to complete the direct deposit form.

**SSBA uses the provided email address to complete Interac eTransfer payment. The SSBA shall not be liable for any missing payments in the event of email errors or issues including but not limited to unauthorized email account access.**

In the event that a password is required for deposit, the SSBA will use the 10 digit phone number provided as the password. If the individual/supplier/vendor is unable to deposit the Interac eTransfer, the individual/supplier/vendor must contact the SSBA to determine a different form of payment.

If you would like to receive payment through Interac eTransfer, please complete and return this form to **[finance@saskschoolboards.ca](mailto:finance@saskschoolboards.ca)**. This form will be required each time payment is requested through Interac eTransfer.

Individual/supplier/ vendor Name	
Email Address	
Phone Number	
Invoice No. (if applicable)	
Payment Amount	

I hereby agree to receiving payment through Interac e-Transfer. Future I understand that this agreement may be cancelled at any time by SSBA.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date: (YYYY-MM-DD)

Printed name of authorized signatory:

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Revised: Jan 2024