

**SAMPLE – NOTIFY YOUR SUPPLIER/VENDOR**  
**(insert your company logo)**

**To:** [Suppliers receiving payment by cheque]

**From:** [Your Company Name]

**Subject:** Direct Deposit / Electronic Payment of Accounts Payable

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[Your company's name] has made the decision to pay all our future invoices electronically using Telpay's Electronic 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 the benefits of direct deposit 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.

(Or enter your own reason for switching to 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. See example below.

Please fill out a [Telpay Biller Information Form](#) and return it to Telpay.

Thank you,

[Your Company's Name]