

## Sign up to receive your payments by Direct Deposit

<b>SUPPLIER DIRECT DEPOSIT AGREEMENT FORM</b>	
<b>Authorization Agreement</b>	
<p>I hereby authorize <b>Proline Management Ltd.</b> to initiate automatic deposits to my account at the financial institution named below. Further, I agree not to hold <b>Proline Management Ltd.</b> responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution or due to an error on the part of my financial institution in depositing funds to my account.</p> <p>This agreement will remain in effect until <b>Proline Management Ltd.</b> receives a written notice of cancellation from me or my financial institution, or until I submit a new direct deposit form.</p>	
<b>Identification</b>	
<p><b>Company Name:</b> _____</p> <p><b>Address:</b> _____</p> <p><b>Accounts Payable Contact:</b> _____ <b>Phone #:</b> _____</p> <p><b>Email to receive cheque stub (Required):</b> _____</p>	
<b>Financial Institution Information</b>	
<p>Attach a cheque marked "VOID" or a "Transaction Form" to this authorization</p>	
<b>Certification</b>	
<p>I/We, as the company or person/s entitled to receive the payment, authorize Proline Management Ltd. to deposit the payment to the account indicated above.</p> <p><b>Signature:</b> _____ <b>Date:</b> _____</p>	

Please email signed form to: [EFT@prolinemanagement.com](mailto:EFT@prolinemanagement.com)

### Tips for Submitting Invoices:

- Email invoices in PDF format to [payables@prolinemanagement.com](mailto:payables@prolinemanagement.com) to avoid mail delays
- Ensure invoices are in the strata corporation's name c/o Proline so we have the correct information and can streamline payment
- If you do need to send invoices by mail, please send them to our head office at 888 Attree Avenue, Victoria, BC V9B 0A6