

How to set-up an EFT Account (Electronic Fund Transfer)

Instructional guide

Step 1—complete registration form

Please use the form:

EFT Payments for non-energy accounts customer registration

Please complete the following information:

- Customer Name
- Customer Phone Number and Email Address
- Payer Name if different from Company Name
- Customer Mailing Address
- BC Hydro Non-Energy Account Number (if applicable)
- Customer Accounts Payable Contact Information – Name, Phone Number and Email
- Please Check the Box “Yes, I agree to participate”
- Email the form back to payments@bchydro.com

EFT Payments for non-energy accounts customer registration

Please complete and submit to payments@bchydro.com and Choose one

CUSTOMER

Customer name: _____

Phone: _____ Email: _____

Payer name if different from company name: _____

Customer mailing address: _____

BC Hydro Non-Energy Account Number (if applicable): _____

CUSTOMER ACCOUNTS PAYABLE CONTACT INFORMATION

Name: _____

Phone: _____ Email: _____

If you have any questions about EFT, please contact **Choose one**

All information on this form, including information provided by sole proprietors, will be treated as business contact information in accordance with BC's Freedom of Information and Protection of Privacy Act.

E-mails are not encrypted and may be intercepted, without your knowledge or permission. Do not sign up for EFT if you're not prepared to send company information by email.

The information gathered through this form is being collected in furtherance of BC Hydro's mandate under the Hydro and Power Authority Act. If you have questions concerning the use of the information please contact payments@bchydro.com.

Payments must be made in Canadian Currency.

Payments submitted with incomplete forms will be rejected.

By checking the box below, you are agreeing to participate in BC Hydro's EFT for Non-Energy accounts payment program, subject to the terms and conditions set out herein.

Yes, I agree to participate.

Next steps:

BC Hydro Payments will contact your accounts payable contact with remittance instructions. Please expect an email from payments@bchydro.com which will be followed by a phone call.

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Step 2—account confirmation

Once your account is set-up in the system, you will receive a confirmation email with Confidential Banking Information.

Our Payments Team will follow-up with a phone call with instructions to unlock this document.

Please use this information to submit all future payments to BC Hydro.

Refer to the Instruction Guide – How to Submit an EFT Payment for remitting your payment(s).

EFT Payments for non-energy accounts instructions

Please complete the following two steps:

1. PLEASE USE THE FOLLOWING BC HYDRO BANKING INFORMATION TO SEND YOUR NON-ENERGY PAYMENT:

2. PLEASE COMPLETE AND EMAIL YOUR NON-ENERGY PAYMENT REMITTANCE TO PAYMENTS AT BCHYDRO.COM

On the same day as the payment, send an email to BC Hydro at payments@bchydro.com and copy Choose one with the following information:

1. In the subject line: EFT Non-Energy – Your Customer Name – Payment amount; and
2. Attach the completed Electronic funds transfer remittance form for non-energy accounts to the email.

If you have any questions about EFT, please contact your BC Hydro Representative.

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