



NOTICE TO VENDOR
Business Transaction Account

Please type or print clearly

BANK OF MONTREAL (BMO) BUSINESS TRANSACTION ACCOUNT NUMBER
DATE OF NOTICE
YYYY / MM / DD

VENDOR INFORMATION

VENDOR NAME
EMAIL ADDRESS
CONTACT PERSON NAME
PHONE NUMBER
FAX NUMBER
VENDOR ADDRESS
CITY
PROVINCE
POSTAL CODE

MINISTRY INFORMATION

MINISTRY NAME
OFFICE/DEPARTMENT NAME
OFFICE CONTACT NAME
PHONE NUMBER
FAX NUMBER
EMAIL ADDRESS
OFFICE ADDRESS
CITY
PROVINCE
POSTAL CODE

The Office/Department noted above has recently opened a Bank of Montreal Business Transaction Account (BTA) for the purchase of government authorized travel. Only travel for the individuals noted on the Authorized Users list below or through direct communication with the Office Contact can be charged to this BTA account.

Each transaction MUST be accompanied with an invoice/itinerary showing the full price and the payment details. Any additional charges or credits MUST be referenced to the original transaction.

Please do not use this BTA number for hotel and car reservation guarantees. Additional services and charges such as car rental and hotel accommodations, must be paid directly by the employee.

The Business Transaction Account number is to remain Confidential, and should not be given out to anyone not identified hereunder or not approved by the Office Contact.

OFFICE CONTACT SIGNATURE
DATE SIGNED
YYYY / MM / DD

AUTHORIZED USERS (Attach separate list if additional space is required)

Table with 2 columns for listing authorized users.