

# ONLINE BANKING INFO SHEET

Available if you bank with the following banks:

Bank of Montreal

Royal Bank

Bank of Nova Scotia

Powell River Credit Union

\* Other Credit Union Banks & Affiliates of Credit Unions

Add us to your payee list using regular procedures.

Your account number can be found on your statement or your invoices, and will be a 5 digit number followed by a decimal and then 3 more digits. Please use all 8 digits only and skip the decimal.

Eg. CUST# : 11111.000                      Online # : 11111000

Once you have set us up as a payee, you can make payments at any time your bank allows and we receive the payments onto your account within 1-2 days at the most.

If you would like a confirmation that we received your first payment please send an email to [brandon@vallebuildingsupplies.com](mailto:brandon@vallebuildingsupplies.com) the first time you make an online payment and I will send a prompt reply to confirm we have received your payment. After that 1<sup>st</sup> reply, it should no longer be necessary to confirm payments.

If you have any additional questions about online bill payments you can talk directly to your bank or with anyone of our office staff.

Thank You

Brandon Kennedy

Systems Manager

Valley Building Supplies Ltd.