

Genre Vendor form
Target audience All vendors
Overall challenge Key details for some information were on separate pages.
Note re this example! The example below is **not legible when printed**.

Value added from applying principles of Clear and Effective Communication (9. Accessible not addressed here)

Overall → ↓ \$\$ (↓ word count so ↓time) ↑ **Efficiency** (easier to review, edit, translate, update) ↑ **Usability** (easier to read and use info)

- | | |
|--|--|
| 1. Concise ✓ Removed repetition, ↓ word count by 33%. | 5. Complete ✓ Added “Shared Services” to submission info. |
| 2. Chunked ✓ Put related info together. | 6. Relevant ✓ Separated accounts in \$CDN and foreign currency. |
| 3. Scannable ✓ Made it easy to find all info. | 7. Coherent ✓ Made it easier to connect related info.
Replaced contractor with vendor to match name of form. |
| 4. Accurate ✓ Clarified payment options. | 8. Inclusive ✓ Made info clear for foreign vendors. |

Before — on 2 sides **After — Now all on 1 sheet, + extra details**

Side-1

VENDOR INFORMATION FORM

COMPLETION OF THE FORM

- The form must be completed for all new vendors.
- All parts of the form must be completed, and sent to Shared Services at [redacted]
- Type of Contract (Part B) and Status of Contractor (Part C) information is required for T1204 reporting under the Income Tax Act.

PAYMENT METHODS

Direct deposit

- Direct deposit (electronic funds transfer) is [redacted] default method of payment for disbursements in Canadian funds.
- To avoid typographical errors, a void cheque or acceptable equivalent should be submitted with the completed form.
- All amounts payable will be deposited directly in the account identified in Part D. This account must hold Canadian funds at a financial institution in Canada. A remittance notice will be sent to the email provided, detailing the particulars of the payment.
- Should a vendor require a change in the banking information on file, a new form will need to be submitted accompanied by a void cheque or acceptable equivalent, and sent to Shared Services at [redacted]

Wires

- When payments cannot be made by direct deposit (electronic funds transfer), [redacted] can also issue wires. This will be the case for foreign currency transactions. In some situations, wires may be issued for Canadian payments as well.
- For Canadian currency wires: the required banking information is the same as for direct deposit.
- For foreign currency wires: the information required will vary depending on the country.
- [redacted] is not responsible for wire fees charged to the vendor by its financial institution.

Cheques

- Cheques are only issued in exceptional circumstances.

All-on-1-sheet

VENDOR INFORMATION FORM

USE ONLY
 Vendor No. [redacted]
 No. [redacted]

NEW VENDOR AMEND EXISTING VENDOR

PART A - IDENTIFICATION
 Legal Name of Entity or Individual [redacted] Operating Name of Entity or Individual (if different from Legal Name) [redacted]
 Suite/Apt No. [redacted] Street Address [redacted] City [redacted] Province [redacted] Postal Code [redacted]
 Telephone Number [redacted] Fax Number [redacted] E-mail (for payment remittance notification) [redacted]

PART B - TYPE OF CONTRACT (required for T1204 reporting under the Income Tax Act)
 Please select ONE of the following:
 Contract for goods only Contract for mixed goods and services Contract for services only Contribution / Loan (if selected, go to Part D)

PART C - STATUS OF CONTRACTOR (required for T1204 reporting under the Income Tax Act)
 Sole Proprietor (if yes, provide name): Last Name [redacted] First Name [redacted] Initial [redacted]
 Corporation Partnership (if yes, provide filer identification number.)
 BN (Business Number) [redacted] SIN (if sole proprietor and no Business Number) [redacted] GST/HST No. (if registered) [redacted] GST No. (if registered) [redacted]

PART D - PAYMENT INFORMATION All payments will be made to the account identified below.
For accounts in CAN\$
 Direct Deposit (EFT) (CMHC's preferred option) Wire Cheque (exceptional circumstances)
 For direct deposit or wires, please provide the following information and attach a void cheque or equivalent. This account must hold Canadian funds at a financial institution in Canada.
 Name of Account Holder [redacted] Bank Transit No. (5 digits) [redacted] Financial Institution No. (3 digits) [redacted] Bank Account No. [redacted]
 Financial Institution Name [redacted] Branch Street Address [redacted] City [redacted] Province [redacted] Postal Code [redacted]
For accounts in foreign currency [redacted] will make the payment through a wire. [redacted] is not responsible for wire fees charged to the vendor by their financial institution. The information required will vary depending on the country.
 Name of Account Holder [redacted] Bank Account No. [redacted] Swift code (Bic) [redacted] Routing # [redacted] IBAN [redacted]
 Financial Institution Name [redacted] Financial Institution Address [redacted]

PART E - CERTIFICATION
 I certify that the information provided above is correct and complete, and fully discloses the identification of this vendor. I request and authorize [redacted] to make all payments payable to me to the account identified in Part D.
 Name [redacted] Title [redacted] Telephone Number [redacted]
 Signature [redacted] Date [redacted]

PART F - CONTACT
 Name [redacted] Title [redacted] Department [redacted]

PART G - ADDITIONAL INFORMATION REQUIRED FOR SPECIFIC PROGRAMS **New content**
 Select legacy system:
 AHPS FMSH MICS
 Other information: [redacted]

Submit the completed form and any inquiries to Shared Services at [redacted].ca

Side-2

VENDOR INFORMATION FORM

Complete all sections of this form, unless otherwise indicated

USE ONLY
 Vendor No. [redacted]
 No. [redacted]

NEW VENDOR AMEND EXISTING VENDOR

PART A - IDENTIFICATION
 Legal Name of Entity or Individual [redacted] Operating Name of Entity or Individual (if different from Legal Name) [redacted]
 Suite/Apt No. [redacted] Street Address [redacted] City [redacted] Province [redacted] Postal Code [redacted]
 Telephone Number [redacted] Fax Number [redacted] E-mail [redacted]

PART B - TYPE OF CONTRACT
 Please select ONE of the following:
 Contract for goods only Contract for mixed goods and services Contract for services only Contribution / Loan (if selected, go to Part D)

PART C - STATUS OF CONTRACTOR
 Sole Proprietor If yes, provide name: Last Name [redacted] First Name [redacted] Initial [redacted]
 Corporation Partnership Partnership's Filer Identification Number [redacted]
 BN (Business Number) [redacted] GST/HST No. [redacted] Not Registered for GST [redacted]
 GST No. [redacted] SIN (if sole proprietor and no Business Number) [redacted]

PART D - PAYMENT INFORMATION
 Direct deposit (EFT) Wire: [redacted] Cheque
 For Direct Deposit or CND Wires, please provide the following information and attach void cheque or equivalent
 Bank Account No. [redacted] Bank Account Name [redacted] Financial Institution No. (3 digits) [redacted] Bank Transit No. (5 digits) [redacted]
 Financial Institution Name [redacted] Branch [redacted]
 Street Address [redacted] City [redacted] Province [redacted] Postal Code [redacted]
 For USD or Other currency wires, please provide the following information
 Bank Account No. [redacted] Bank Account Name [redacted] Swift code (Bic) - if applicable [redacted] Routing # [redacted]
 Financial Institution Name [redacted] IBAN (if applicable) [redacted]
 Financial Institution Address [redacted]

PART E - CERTIFICATION
 I certify that I have examined the information provided above and it is correct and complete, and fully discloses the identification of this Contractor.
 Where the contractor identified on this form completes Part D of this form, the contractor hereby requests and authorizes [redacted] to directly deposit into the account identified in Part D, all amounts payable by [redacted] the contractor.
 Name [redacted] Title [redacted] Telephone Number [redacted]
 Signature [redacted] Date [redacted]

PART F - CONTACT
 Name [redacted] Title [redacted] Department [redacted]

Submit the completed form and any inquiries to: