

Dear valued IPS Client and/or Payer,



Re: Invoice Delivery and Payment Options

Through our website you can view and download your invoices and obtain direction on how to pay them electronically through any Canadian Bank. This is a great opportunity for all of us to "Green-Up the environment".

Invoice Delivery Options:

To access the most up-to-date information about your outstanding IPS Invoices please visit www.invoicepayment.ca/ipspayers and log into your IPS Online Payers Account. For more information, or to obtain your username and password, please contact us at 905-670-4838 ext. 227

Invoices could be sent by either fax or email. Please contact us to provide the appropriate email address or fax number. *If originals are needed please contact us for further arrangements*

Invoice Payment Options:

Payment via RBC or TD Bank:

- Deposit your cheque to any TD or RBC Bank Branch in Canada
- Make sure the cheque is endorsed to IPS Invoice Payment System and it is in the right bank account currency (i.e. USD or CAD). To endorse, simply write "IPS Invoice Payment System" plus our account number at the space provided for in the back of your cheque. Our bank account details are on the following page
- Fax or Email payment details to IPS. Our contact details are on the following page.

Payment using Online Banking:

- Look for IPS Invoice Payment System in the payee list
- To set-up IPS in your list of payees, enter your IPS 7-digit account number, which can be found in the IPS Invoice Transaction Summary that accompanies your invoice or in your Statement of accounts Receivable.
- Fax or Email payment details to IPS. Our contact details are on the following page.
- Please allow the banking system 1-3 business days for your payment to be processed

Payment using Electronic Funds Transfer (EFT):

- Wire or Direct Deposit payment options are available.
- To obtain IPS Invoice Payment System banking information, please see the following page

You are also welcome to deliver the cheque directly to IPS either through our reception or our deposit box which is available 24 hours a day.

Thank you for your cooperation. Should you have any questions or concerns, please contact:

Telephone: 905-670-4838 Ex 227

Fax: 905-670-4221

E-mail: invoicefollowup@invoicepayment.ca

SEE FOLLOWING PAGE FOR BANKING DETAILS.....

PAYMENTS USING DIRECT DEPOSIT - (EFT):



Banking Information: ROYAL BANK OF CANADA ACCOUNT

Beneficiary Name: Invoice Payment System Corp
Branch Address: Royal Bank of Canada
6240 Dixie Road
Mississauga, ON
L5T 1A6

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|-------------------------|--------------------------------|
| <u>CAD \$ Account</u> | <u>USD\$ Account in Canada</u> |
| Bank Code: 0003 | Bank Code: 0003 |
| Transit Number: 03252 | Transit Number: 03252 |
| Account Number: 1019173 | Account Number: 4005815 |

Banking Information: TD CANADA TRUST ACCOUNT

Beneficiary Name: Invoice Payment System Corp
Branch Address: TD Canada Trust
1470 Don Mills Rd. at York Mills Rd
Don Mills, ON
M3B 2X9

| | |
|-----------------------------|--------------------------------|
| <u>CAD \$ Account</u> | <u>USD\$ Account in Canada</u> |
| Bank Code: 0004 | Bank Code: 0004 |
| Transit Number: 12842 | Transit Number: 12842 |
| Account Number: 12845211746 | Account Number: 12847303572 |

Remittance Information:

Please submit detailed information about the invoices that have been paid to:
E-mail: payments@invoicepayment.ca
Fax: 905.670.4221