

## **BANKING INFORMATION FOR GROUP BULK ORDERS**

To expedite processing and delivery of your group bulk orders, we can accept your payment using one of the methods below. Please ensure the deposit is made on the before 5 P.M. on the same day of your order to ensure prompt delivery. PREFERRED ONE will ship orders once payment is confirmed.

No partial payments are accepted. Please ensure the payment amount is the exactly the same as the net amount calculated on your group bulk order. Any payments that exceed the amount owing will appear as a credit on your account. NSF cheques will be subject to a \$25.00 fee. PREFERRED ONE reserves the right to request alternate payment methods after an NSF cheque has been received.

### **DIRECT DEPOSIT**

PREFERRED ONE can accept a direct deposit at any Royal Bank branch across Canada.

#### **PROCESS**

Visit any Royal Bank branch with your groups’ cheque for your order and present it to a teller.

1. Please ensure you include the following information on the back of the cheque:

**Payable to the account of PREFERRED ONE Inc.  
Royal Bank of Canada  
Bank Number 003  
Bank Transit 06052  
Bank Account 100-483-7**

2. Please ensure the teller gives you a deposit receipt for your records.

### **AUTOMATIC PAYMENT**

Similar to paying your phone, cable and hydro bills, PREFERRED ONE is an authorized and registered “bill payee” with all major banks; Royal, BMO, Scotia, TD, National Bank (CIBC coming soon). You can pay for your order directly through your own groups’ bank via the following methods:

- in person at a your bank via the teller
- at any of your bank’s ABMs
- via telephone banking
- online banking

#### **PROCESS**

First, and one time only, you must contact your bank and have them set-up “PREFERRED ONE” as bill payee on your account. They will have to do the following:

1. Search for PREFERRED ONE amongst their list of bill payees
2. Add PREFERRED ONE as a bill payee to your account; you will be prompted for your 16 digit customer number which PREFERRED ONE has assigned to your group (the number beginning with 627239...)
3. PREFERRED ONE will be automatically added to the account. For payment of future orders, you would select PREFERRED ONE and enter the payment amount.

(Note: Your financial institution governs when money transferred to your PREFERRED ONE account will be available. in general, money transferred into the PREFERRED ONE Account before 5pm on one day, should be processed by the bank the next business day)