

PAYMENT INSTRUCTIONS DATA SHEET

This document provides detailed instructions for making payments to the NAIT Students' Association for a variety of purposes, including settling invoices for vendors, student purchases, event fees, and supporting the financial activities of our numerous student clubs.

We offer a range of payment options to accommodate your needs, ensuring a smooth and secure transaction process.

For Invoiced Accounts (Payment Link via QuickBooks Online)

When you receive an invoice from the NAIT Students' Association, it will include a convenient payment link powered by QuickBooks Online®. Simply click on the provided link in the invoice to access our secure payment portal.

Other Payment Options

1. Interac e-Transfers

Please direct all e-transfer payments to accounts@naitsa.ca

Auto-deposit is enabled for this account. Your transfer will be automatically deposited into our account; no security question and answer needed.

2. Cheque payments:

Make your cheque payable to "NAIT Students' Association" and please write the purpose of your payment in the appropriate memo field of the cheque.

NAIT Students' Association
c/o Finance Dept.
11762 - 106 Street, Room O-108
Edmonton, AB
T5G 3H4, Canada

3. EFT (Direct Deposit) Payments

Direct-to-account payments are also accepted.

Customer Name: Northern Alberta Institute of Technology Students Association
Transit #: 02239
Institution #: 004
Account #: 5275118

Contact Information

Please contact us for any inquiries regarding payment:

NAITSA Finance Department

Zhong Liu, Finance Director
accounts@naitsa.ca
(780) 471-8533
naitsa.ca

NOTES

- Please Include relevant information in all transactions to facilitate accurate record-keeping.
- NAITSA adheres to accounting principles as set forth by the Canadian Accounting Standards Board, ensuring transparency and accountability in all financial transactions. Our records are subject to annual audits and open to inspection by any association member.
- This datasheet is also available on the NAITSA website and was last updated **December 2023**.