



**HENDRY
WARREN_{LLP}**
CHARTERED PROFESSIONAL ACCOUNTANTS

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MAKE YOUR PAYMENT TO HW THROUGH ONLINE BANKING BY ADDING US AS A PAYEE

Hendry Warren is now accepting on-line payments for clients with accounts at the following institutions: Bank of Montreal, Scotia Bank, RBC Royal Bank, Toronto Dominion Bank and CIBC

1. Login into your online banking portal. Go to pay bills and select add payee. This process will differ slightly depending on the online banking app that you use. If you are having difficulties accessing this area of your online banking portal you will need to contact your bank for technical assistance.
2. In the payee field you will need to enter **Hendry Warren LLP**. It is important that you use the name exactly as it is displayed here. Otherwise your online banking portal will have difficulty locating Hendry Warren as a payee.
3. In the account number field you will need to enter your client number that you'll find listed on your invoice. This field requires 8 alphanumeric characters and does not allow for spaces or special characters, i.e. #, periods, etc. If the client number listed on your invoice contains any special characters, please omit them from the account number field. For example, client number #ABC12345.0 would be entered as ABC12345 in the account number field.
4. If your client number consists of less than 8 alphanumeric characters please add zeros (0) at the beginning of your client number until it is a total of 8 characters. For example, the client number that would appear on an invoice for 123456 Ontario Inc. is 123456. In this case you would need to enter 00123456 in the account number field.

If you have any questions regarding these instructions or require further assistance, you can contact:

Paul Rutherford – extension 260 or email paul.rutherford@hwllp.ca

Shona Scharf – extension 246 or email shona.scharf@hwllp.ca

Regards,

Hendry Warren LLP

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