



May 21, 2019

TO: All Trading Partners

RE: Vendor Profile Form

The LCBO has updated the Vendor Profile Form. The updated form can be found on the Trade Resources website by clicking on this link: [Vendor Profile Form.pdf](#)

The change was necessitated in order to reduce against potential fraud and to make the form easier to complete.

Change include:

- The requirement to provide bank information currently on file when requesting a revision to banking information
- The payment notification email will include the last 4 digits of the bank account funds will be deposited. Any discrepancy must be reported immediately via email to LCBO Accounts Payable.

Please ensure this updated form is used effective immediately. The old format will no longer be accepted after June 1, 2019

If you have any questions regarding this updated form or updates to the payment notification Email, please Email accounts.payable@lcbo.com

Thank you.

LCBO Accounts Payable