

TOG Accounting Essentials

- **How to contact accounting department:**
 - Email: custserv@theorthoticgroup.com
 - Call: 800-551-3008
- **How to pay bill:**
 - Set up auto pay by filling out form: [Automatic Payment Authorization.pdf](#)
 - Put credit card or ACH information on file by contacting the accounting department. (Each charge will need to be approved by customer)
 - How to approve charge:
 - Email – custserv@theorthoticgroup.com with approval and date of charge
 - Call Customer Service: 800-551-3008
- **Canadian Dollar Wire Payment Instructions for Bank of Montreal Customers:**

Your Wire Payments Account Identifier held at Bank of Montreal consists of 11-digits, combining the four (4) digits Branch Transit Number and seven (7) digits Account Number. This numbering convention is internal to Bank of Montreal's client accounts for wire payment services, and should be formatted without spaces, dashes, slashes and any special characters such as #, %, and etc.

It is important that the 11-digit Account Number ID be quoted on all inbound wire payments in the Beneficiary field; otherwise you may experience delays in the receipt of the wire payment proceeds.
"GENERAL CAD PAYMENT ROUTING INSTRUCTIONS"

PAYMENT ROUTING INSTRUCTIONS:

Pay through: Bank of Montreal,
(Receiving Bank) International Banking, Head Office, Montreal

S.W.I.F.T. BIC CODE: BOFMCAM2

Account With Institution: Bank of Montreal
(Beneficiary's Bank) 100 King Street West Toronto, Ontario M5X 1A1

Beneficiary Customer: 00021568615 **
(BNF field or THE ORTHOTIC GROUP INC.
SWIFT field 59) 160 MARKLAND ST MARKHAM ON L6C 0C6

** Represents the beneficiary's account number ID (11-digits) at Bank of Montreal – including a four (4) digits branch transit number followed by a seven (7) digits account number. Do not add any spaces or other symbols. Note: you may be required to include zeros (0) at the beginning of the transit number to ensure it has four (4) digits.

- Customer to provide a remittance and send it to remittances@ohi.net



The
Orthotic
Group

www.tog.com

Pay by Check

The Orthotic Group

PO Box 57437

STN A

Toronto, ON M5W 5M5

- Customer to provide a remittance and send it to remittances@ohi.net
- How to apply credits to account or specific invoice:
 - Call or Email to review how credits should be applied
- How to request a statement or invoice:
 - Call: 800-551-3008
 - Email: custserv@theorthoticgroup.com