

DIRECT DEPOSIT APPLICATION

For General and Employee Corporate Supplier User Only

Please read important information on reverse.

Freedom of Information and Protection of Privacy Act (FOIPPA)

The personal information requested on this form is collected under the authority of the *Financial Administration Act* in compliance with the *FOIPPA* and will be used to process your Direct Deposit Application. The financial information contained below is protected under the provisions of the *FOIPPA* and will be used only for direct deposit by means of electronic funds transfer. Questions about the collection or use of this information should be directed to the financial services office of the ministry you are dealing with.

Part 1 – Registered Supplier Name or Employee Name

This payee name must be indicated on all requests for payment and **must** match name on bank account and name associated with the supplier number.

SURNAME AND/OR BUSINESS NAME FIRST NAME MIDDLE NAME OR INITIAL

DAYTIME PHONE NO. ()	E-MAIL ADDRESS – for delivery of an Electronic Statement of Payment	EMPLOYEE I.D. – Province Employees only
MAILING ADDRESS Is this a change of address? <input type="checkbox"/> YES <input type="checkbox"/> NO		POSTAL CODE

Part 2 – Banking/Financial Institution Information

BANK/FINANCIAL INSTITUTION NAME	TRANSIT NO. – must be 5 digits 0	INSTITUTION NO.	BANK ACCOUNT NO. – Left justified
BANK/FINANCIAL INSTITUTION ADDRESS	FINANCIAL INSTITUTION (FI) VERIFICATION – requires FI domicile stamp and representative signature to ensure account information accuracy for EFT remittance and authority of supplier signature. Not required if original personalized cheque or deposit slip attached.		
POSTAL CODE	SIGNATURE AND BANK STAMP CONFIRMING ACCURACY OF TRANSIT AND ACCOUNT NUMBER AND AUTHENTICITY OF SIGNATURE		DATE SIGNED YYYY / MM / DD

Part 3 – Authorization

INITIATE Direct Deposit Payments to the above account. **CHANGE** **CANCEL** – provide banking information currently on file

TRANSIT NO.(5 DIGITS)	INSTITUTION NO.	BANK ACCOUNT NO. – Left justified
0		

Signature of Supplier/Authorized Supplier Representative/Employee Applicant (Refer to information on reverse)

I, the undersigned authorize The Province of British Columbia payments to be Direct Deposited into the bank account provided above, until further notice.

X

DATE SIGNED YYYY MM DD

Ministry Financial Service Use Only – refer to CPPM D.9.1 (Direct Deposit Application) for additional information		Provincial Treasury and Common Business Service Use			
GENERAL SUPPLIER NO.	EMPLOYEE SUPPLIER NO.	PROVINCIAL TREASURY BANKING INFORMATION ENTRY DATE YYYY MM DD	INITIALS	CAS SUPPLIER MAINTENANCE VERIFICATION DATE YYYY MM DD	INITIALS
FORM COMPLETED BY (NAME)	CONTACT PHONE NO. ()	PT INFORMATION VERIFICATION DATE YYYY MM DD	INITIALS	CAS SUPPLIER MAINTENANCE LINK DATE YYYY MM DD	INITIALS
MINISTRY/BRANCH NAME AND ADDRESS		COMMENTS			
MINISTRY SUPPLIER MAINTENANCE VERIFICATION SIGNATURE					

MINISTRY CHECK LIST

- Is the supplier number(s) provided on this form?
- Does the Supplier/Employee name above match what is provided on the personalized cheque and CAS Bank Maintenance?
- Have you verified that this banking information doesn't already exist for the supplier number provided?
- Submit form to Treasury Payment Services.
- Remember to retain a copy for your files.

DIRECT DEPOSIT INFORMATION

- Do not complete this form if you already use the Direct Deposit service for Province of British Columbia general supplier payments and are not requesting a change or cancellation to your banking information.
- Do not close your bank account prior to confirming that the Direct Deposit service information has been updated for Province of British Columbia payments. Closing the account prior to updating the account information will result in the payment being delayed.
- If the payment cannot be deposited to the banking information on file, a cheque will be issued and mailed to the address information on file.
- Only an original application signed by the registered supplier, employee or authorized supplier representative will be accepted for processing. Faxed or electronically submitted applications will not be processed.
- Your direct deposit information will remain in effect until you update the information or cancel the service by submitting a new Direct Deposit Application form. Forms can be obtained from your Ministry representative or Government Agent Office.
- Complete Part 1 through 3 and mail to your ministry program representative.

DIRECT DEPOSIT – Q & A's

Q	Will electronic deposits for Provincial payments cost me anything?	A	No, Government charges no fee for having your payments deposited electronically to your account.
Q	What about bank charges?	A	Normal bank charges may apply depending on the type of account you have. If you have concerns, check with your financial institution.
Q	What if I don't have a bank account?	A	You must have a bank account to receive electronic deposit of your payments. You may use any financial institution located in Canada.
Q	Will the bank hold my funds?	A	No, unlike a cheque which has to clear the originating bank, an electronic deposit is considered a cash deposit to your account. You can withdraw your money immediately.
Q	Can the government find out my banking information?	A	No. Banks can not release information to a third party (the government or anyone else) without written permission or a court order. Your bank balance and other information can't be disclosed.
Q	Does electronic deposit allow government to take money from my account?	A	No, through electronic deposit, the government can only deposit money to your account.
Q	What are the benefits of an electronic deposit?	A	<i>It's secure.</i> You can get the money from your account when needed, and you don't have to carry large amounts of cash. <i>It's dependable.</i> The money will be in your account, there is no worry about postal disruptions. <i>It's convenient.</i> No line-ups to wait in and easy access to your cash. <i>It's Environmentally friendly.</i> When the electronic deposit is combined with receiving an email statement of payment.
Q	Why provide an email address?	A	The email address provided is used only for the delivery of an electronic statement of payment notification.
Q	What is a statement of payment notification?	A	A statement of payment notification is sent approximately three business days prior to the payment due date and provides invoice and other payment details including the amount and date the payment will be deposited.
Q	What if I do not provide an email address?	A	The statement of payment notification is printed and sent via Canada Post to the address information on file and as directed by the issuing ministry
Q	How do I cancel or update my email information?	A	Contact the ministry program representative that is responsible for the issuance of your payments to cancel or update information related to either the email or mailing address.