

Direct Deposit Authorization Form (FIN 312) Tutorial

Each grant recipient must maintain a separate Gaming Account held in British Columbia, specified in the organization's full name, for the exclusive purpose of receiving, holding and disbursing gaming funds, including any gaming funds received through licensed gaming, Community Gaming Grants (CGG) or gaming fund donations from Service Clubs.

Effective February 1, 2025, the Community Gaming Grants Branch transitioned to a new online grant platform. The Direct Deposit Application form (FIN 312) is the new method for providing Gaming Account details, for the purpose of depositing grant funds. This form is used to set up payments from the Province of BC to organizations (through contracts, grants, etc.) and is not exclusive to CGG.

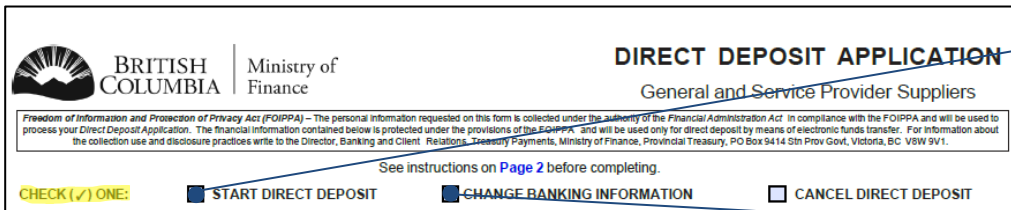
Existing Gaming Account information has been retained for returning applicants, who received a grant after April 1, 2024. All other applicants must attach a Direct Deposit Application form to their application. New applicants must open their Gaming Account, and complete this form, prior to applying.

This tutorial will provide you with step-by-step instructions on how to properly complete a Direct Deposit Authorization form. All required fields are highlighted. Please contact the Community Gaming Grant Branch at CommunityGamingGrants@gov.bc.ca if you have any questions or need further assistance.

1. Open a New Direct Deposit Authorization Form

Open the most current version of the form at <https://www2.gov.bc.ca/assets/gov/british-cubians-our-governments/services-policies-for-government/internal-corporate-services/finance-forms/fin-312-direct-deposit-application.pdf>.

2. Check the appropriate box



The screenshot shows the top portion of the 'DIRECT DEPOSIT APPLICATION' form. It includes the British Columbia logo and 'Ministry of Finance' on the left, and the title 'DIRECT DEPOSIT APPLICATION' and subtitle 'General and Service Provider Suppliers' on the right. Below this is a privacy notice. The 'CHECK (✓) ONE:' section contains three radio button options: 'START DIRECT DEPOSIT', 'CHANGE BANKING INFORMATION', and 'CANCEL DIRECT DEPOSIT'. A note above the options says 'See instructions on Page 2 before completing.'

Select "Start Direct Deposit" if the organization did **not** receive a grant after April 1, 2024.

Direct deposit information must be "started" if the applicant is new or their bank account information did not carry forward from the old system.

Select "Change Banking Information" if the organization received a grant after April 1, 2024, but the bank account has changed since then.

3. Complete Part 1 (Supplier Information)

All organizations that receive payments from the Province of BC are set up with a "supplier" profile, with a unique supplier number. The information in Part 1 is for this profile. If your organization already receives payments from other government departments, for other purposes, a supplier number will already exist; however, this form is still required to set up or update payments from CGG.

Community Gaming Grants Branch

PART 1 – SUPPLIER INFORMATION		
INDIVIDUAL LAST NAME	FIRST NAME	MIDDLE NAME
INDIVIDUAL LAST NAME	FIRST NAME	MIDDLE NAME
REGISTERED BUSINESS NAME/ CORPORATION NAME	SUPPLIER NUMBER (6 or 7 digits – if known)	BUSINESS NUMBER (9 digits)
MAILING ADDRESS (include street or PO box, city, province and postal code)		
IS THIS A CHANGE OF ADDRESS? ☒ YES ☐ NO		
EMAIL ADDRESS (for delivery of an electronic payment remittance)		

Enter the name for the Supplier profile here. If the organization is a registered society, the name entered here must match BC Registries records.

Optional. Only enter the supplier number or business number if known.

The organization's mailing address is required. Only select "Yes" if the address has changed.

The email address field is required; however, be advised that notice of grant payments will be sent to the Delivery Method email addresses provided in the grant application form.

4. Complete Part 2 (Banking Information)

Provide the details for the designated Gaming Account. The account information entered here must be verified by the financial institution (confirmed with their stamp) or supported with a void cheque or direct deposit form.

PART 2 – BANKING INFORMATION (Canadian Financial Institutions Only)		
See Page 2 for additional instructions.		
TRANSIT NO. (5 digits)	BANK NO. (3 digits)	BANK ACCOUNT NUMBER
	0	
ACCOUNT HOLDER NAME(S) (if different from supplier name above)		
BANK NAME		
ADDRESS OF BANK (include street or PO box, city, province and postal code)		
Financial Institution Stamp (not required if void cheque or direct deposit form attached)		

All details entered here must exactly match the supporting document (if this form is not stamped by the financial institution).

Registered Societies: the Account Holder Name (and name on the supporting document) must match BC Registries.

Non-registered Societies: the name entered in Part 1 must match the name entered here (and name on the supporting documentation)

5. Part 3

This section is important because it ensures only payments from CGG are sent to the designated Gaming Account. This section must be completed as shown below.

PART 3 – PROGRAM IDENTIFICATION		
Check (✓) which payments you want direct deposited to the account specified above.		
☐ ALL PROVINCE OF BC PAYMENTS ☒ ONLY PAYMENTS FROM (enter details below):		
MINISTRY ISSUING THE PAYMENT	FILE NUMBER	PROGRAM DESCRIPTION
Tourism, Arts, Culture and Sport		Community Gaming Grants

Enter the L&G number here, if known