

Direct deposit information to receive funding

To receive funding, it is important to upload the correct direct deposit information and supporting documentation. Incorrect information will lead to delays in receiving funding.

Be sure that:

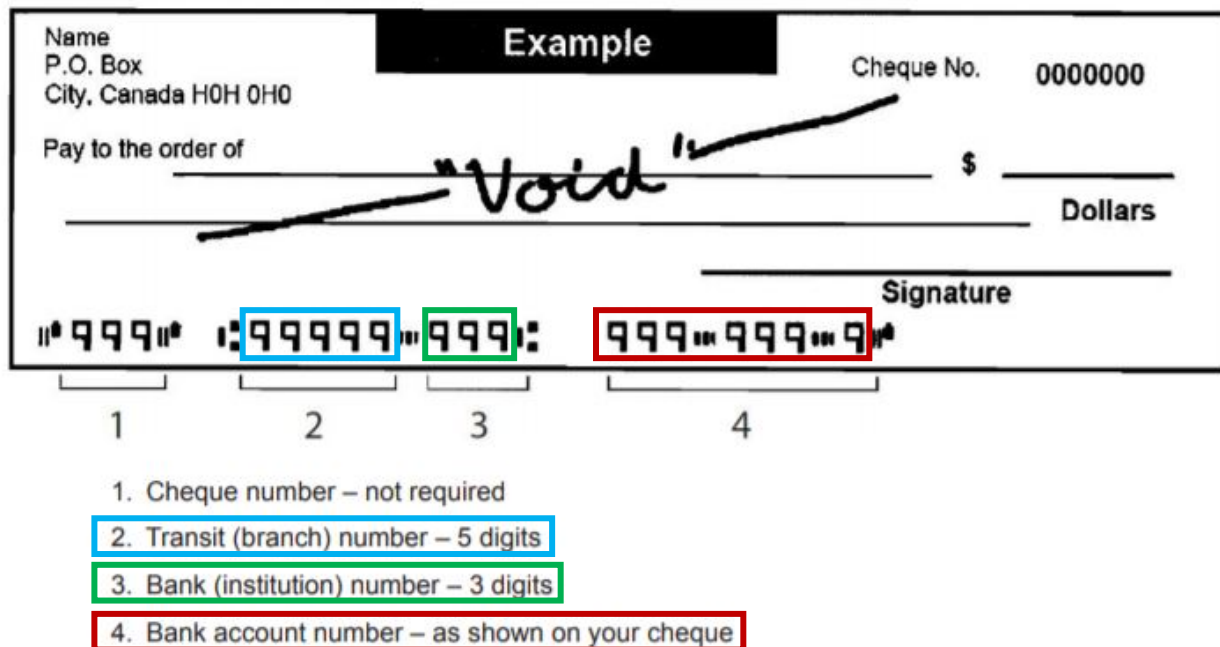
- The transit (branch), bank (institution) and bank account number have been entered correctly.
- The business name and the bank account holder are the same. Note: if the business name and the bank account holder name is different, you will need to provide additional documentation as outlined below.
- The bank verification documents you are uploading are current. Note: if unsure contact your banking institution.

Please see examples below to help submit your direct deposit information.

Entering bank account number

You must enter your transit (branch), bank (institution) and bank account number on your direct deposit application accurately. Entering the correct numbers into the correct fields on the form is critical for the funds to be deposited into your account.

The graphic below shows where each number is located on your void check.



Uploading Supporting Documentation

You must attach a copy of an original voided personalized cheque, encoded deposit slip or other supporting and verified documentation from your financial institution that confirms the banking information for the business.

Business name on banking information

If the business name on the application is the same as the bank account holder name(s) provided with banking information, no further action is required after the documentation has been uploaded. For example:

Business Name: JS Trucking

Account holder name on banking information: JS Trucking

Same Information:
No Action Required



Example

JS Trucking
P.O. BOX
City, Canada HOH OHO

Cheque No. 0000000

Pay to the order of _____ \$ _____ Dollars

Void

Signature _____

⑈ 999 ⑈ ⑆ 999999 ⑈ 999 ⑆ 999 ⑈ 999 ⑈ 9 ⑈

Business name not on banking information

If the businesses name on the application does not match the bank account holder name(s) on the banking information, additional action is required. For example:

Business Name: JS Trucking

Account holder name on banking information: Jane Smith

Different Information:
****Action Required**



Example

Jane Smith
P.O. BOX
City, Canada HOH OHO

Cheque No. 0000000

Pay to the order of _____ \$ _____ Dollars

Void

Signature _____

⑈ 999 ⑈ ⑆ 999999 ⑈ 999 ⑆ 999 ⑈ 999 ⑈ 9 ⑈

ACTION REQUIRED - Submit Additional Documents

Businesses without matching information are required to submit an additional document showing a connection between the business name on the application and the bank account holder name(s).

Sole Proprietorships

Upload a copy of one of the following to confirm that you own your business:

- Statement of Registration Sole Proprietorship from BC Registry Services

General Partnerships

Upload a copy of the following to confirm the business is co-owned by two or more individuals:

- Statement of Registration General Partnership from BC Registry Services