



## REQUEST TO OPEN/CHANGE A BUSINESS TRANSACTION ACCOUNT (BTA)

<b>Instructions:</b> <ul style="list-style-type: none"> <li>Use this form to open a new Business Transaction Account or to request a change to an existing account.</li> <li>When completed, please forward the original to your Ministry BTA Coordinator.</li> <li><b>Please type or print clearly.</b></li> </ul>	DATE OF REQUEST YYYY / MM / DD
	TYPE OF REQUEST <input type="checkbox"/> NEW ACCOUNT <input type="checkbox"/> CHANGE

MINISTRY NAME	OFFICE/DEPARTMENT NAME
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<b>EMPLOYEE (BTA Accountholder) INFORMATION</b>			
NAME (Last Name, First Name and Initial)			GOVERNMENT EMPLOYEE ID NO.
OFFICE MAILING ADDRESS	CITY	PROVINCE	POSTAL CODE
OFFICE PHONE NO. (    )	OFFICE EMAIL ADDRESS	BTA NUMBER (Required only if changing existing account information)	
SIGNATURE <b>X</b>			DATE SIGNED YYYY / MM / DD

<b>VENDOR INFORMATION</b>			
If your office uses more than one vendor, please attach a separate sheet listing the other vendors.			
VENDOR NAME			
ADDRESS	CITY	PROVINCE	POSTAL CODE
VENDOR CONTACT NAME	PHONE NUMBER (    )	FAX NUMBER (    )	EMAIL ADDRESS

<b>AUTHORIZATIONS</b>			
MONTHLY LIMIT \$		PER TRANSACTION LIMIT \$	
EXPENSE AUTHORITY SIGNATURE <b>X</b>	NAME	PHONE NUMBER (    )	DATE SIGNED YYYY / MM / DD
BTA COORDINATOR SIGNATURE <b>X</b>	NAME	PHONE NUMBER (    )	DATE SIGNED YYYY / MM / DD

<b>ADDITIONAL ACCOUNT SET-UP INFORMATION – To be completed by the BTA Coordinator</b>	
ACCOUNT SET UP – REPORTING UNIT (Hierarchy) NAME	ACCOUNT SET UP – HIERARCHY NUMBER

COMMENTS
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