

Request for Direct Deposit in Canada via Electronic Fund Transfer

Tourism HR Canada has implemented an electronic funds transfer (EFT) process whereby vendor payments will be electronically transferred (i.e., directly deposited) to the vendor's bank account.

To set up EFT payment, please complete this form and return it to us.

1. Vendor/Company Information

Legal business name	Trade/other business name		
Address	City	Province	Postal code
Phone	Email address		

2. To start or change direct deposit (choose one) Start direct deposit Change direct deposit

3. **Direct Deposit Information** – Please provide a void cheque or a direct deposit form from your bank confirming your account information, **and** if the legal name of the company does not match the name on the account, please complete the form below. All banking information will be regarded as confidential and will be used strictly for setting up your EFT data.

Note - the account must be a SCAD account at a Canadian branch of a financial institution.

Name and address of financial institution	Institution ID number (3-digit minimum)
	Transit ID number (5-digit minimum)
Name of account holder	Account number (7-digit minimum)

4. **Authorization** - My signature on this document authorizes Tourism HR Canada to deposit, by electronic fund transfer. THRC will deposit the payments in the banking account designated above. I recognize that if I give incomplete or inaccurate information on this form, payments may be made to the wrong account.

Authorized signatory	Print name
Title	Date (yyyy-mm-dd)

For Tourism HR Canada use only

Date received (yyyy-mm-dd)	Verified by
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