

## Direct Deposit Information

### Advantages of direct deposit

- Direct deposit is an optional service we offer. If you choose this service, we will directly deposit the corporation's income tax refund into the corporation's account at a financial institution. If you do not choose this service, we will continue to mail you cheques.
- Direct deposit is a convenient, dependable, and time-saving method of receiving payments.
- There is little risk of direct deposit payments being lost, stolen, or damaged as may happen with cheques.

### What conditions apply?

- We will use this authorization only to directly deposit the corporation's income tax refund.
- **You do not have to complete this form every year.** This direct deposit request will remain in effect until you submit a new *Direct Deposit Request Form for Corporations*.
- To cancel the direct deposit service, contact the nearest Revenue Canada office.
- The account must be in the name of the corporation and hold Canadian funds at a financial institution in Canada.
- If the financial institution advises Revenue Canada of a change in the corporation's banking information, we may deposit the refund into the new account.
- If we cannot deposit funds into the account, we will mail you a cheque to the address we have on file.
- Revenue Canada is not responsible for problems which may arise if you provide incomplete or incorrect information.



## Direct Deposit Request Form for Corporations

- Use this form to have the corporation's income tax refunds deposited directly into the corporation's account at a financial institution.
- Attach this form to the corporation's return or send it to the nearest Revenue Canada office.
- To change a request for direct deposit, you have to submit a new *Direct Deposit Request Form for Corporations*.
- For more information about direct deposit, see the back of this form.

### Part 1 – Identification

|  |   |   |  |
|--|---|---|--|
| Corporation name<br><input style="width: 90%;" type="text"/>   |   |   |  |
| Head office address<br><input style="width: 95%;" type="text"/>  |   |   | 1. Account or business number<br><input style="width: 90%;" type="text"/>  |
| City<br><input style="width: 80%;" type="text"/>   | Province or territory<br><input style="width: 40%;" type="text"/> | Postal code<br><input style="width: 30%;" type="text"/> | Telephone number<br><input style="width: 40%;" type="text"/><br>area code <input style="width: 20%;" type="text"/> |
| Check one only ( ✓ ) <input type="checkbox"/> 1. Start direct deposit <input type="checkbox"/> 2. Start direct deposit <input type="checkbox"/> 3. Change direct deposit information |   |   |  |

### Part 2 – Routing information

Attach a corporation cheque marked "void".

### Part 3 – Authorization

I, , of , am an authorized signing officer for the purpose of completing this *Direct Deposit Request Form for Corporations* on behalf of the corporation.

I authorize the Receiver General for Canada to directly deposit the corporation's income tax refunds into the account noted on the attached cheque. This authorization will remain in effect until further notice.

|  |                           |                  |      |
|--|---------------------------|------------------|------|
|  |                           |                  |      |
| Signature of authorized signing officer of the corporation | Position, office, or rank | Telephone number | Date |