VILLE DE QUÉBEC

Finances department
Financial accounting division

DIRECT DEPOSIT ENROLLMENT REQUEST

☐ **Registration** ☐ **Update**
(Bank account / Email for deposit notice)

Updated on	Year	Month	Day

Section 1 – Identification

Company's legal name		
Address (street address, Apt. No.)		
City / Town	Province / State	Postal code
Quebec company number (NEQ)	Canada GST number	Quebec PST number
Area code Telephone number	Area code Fax number	Email address (for deposit notice)

Section 2 – Banking information

Please complete the banking information area below: five-digit branch number, three-digit financial institution number, and your account number **(you MUST provide us with a blank check along with your enrollment request)**.

Digit branch No. | Digit financial institution No. | Account No.

⑆ 1 2 3 4 5 ⑈ 1 2 3 ⑆ 1 2 3 ⑈ 1 2 3 ⑈ 0 ⑈

Digit branch No. | Digit financial institution No. | Account No.

Section 3 – Security questions

ID number of the most recent payment you received from the City of Quebec:	Amount of the most recent payment you received from the City of Quebec:

Section 4 – Authorisation

I, as the dully authorised company's representative, authorize the City of Quebec to onward deposit the payment(s) directly into the bank account as shown on the voided **blank check here attached**, as well as to communicate with my company through email, until further notice.

Name of the dully authorised person: _____ Title / Role: _____

Signature		Date	Year	Month	Day

Section 5 – Approval

Section for official use by the department of Finances' designated representative at City of Quebec.

Signature		Date	Year	Month	Day

Submission options

Email: comptesapayer@ville.quebec.qc.ca	**Regular mail:** Comptes payables Service des finances VILLE DE QUÉBEC 65, rue Sainte-Anne, bureau RC100 Québec (Québec) G1R 3X5

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