



The City of Winnipeg DIRECT DEPOSIT APPLICATION FORM

Please forward completed and signed form to:

The City of Winnipeg
 Financial Services – Treasury
 Main Floor, 510 Main St.
 Winnipeg, MB R3B 1B9
 Attention: Supervisor of Treasury
 NOTE: Incomplete forms will be returned

Direct Deposit Application Checklist:

- Part 1 completed by Vendor**
- Attach an original personalized void cheque
- If unable to supply an original personalized void cheque, have **Part 2 completed by Financial Institution/Bank**
- Return original form (and cheque) to Financial Services – Treasury office

PART 1: TO BE COMPLETED BY VENDOR

Name of Organization/Vendor

Address of Organization/Vendor

Contact Name

Telephone Number

City

Prov

Postal Code

Email Address for Remittance Advices

Signature (Must be signed in ink)

Date

Financial Institution/Bank

Address of Financial Institution/Bank

Transit/Branch Number

Institution Number

Account Number

*Attach original void cheque as verification of above banking information.

PART 2: TO BE COMPLETED BY FINANCIAL INSTITUTION/BANK

Transit/Branch Number

Institution Number

Account Number

Is account in Organization/Vendor's Name? Yes No (If No, application cannot be processed)

Name and Title of Bank Officer

Bank Domicile Stamp (Please stamp in space provided)

Address of Financial Institution/Bank

Telephone Number

Signature of Bank Officer

FOR OFFICE USE ONLY

Confirmed with vendor on: _____

Name: _____

Telephone Number: _____

Approved: _____

Date Received: _____

Vendor Number: _____

Location Number: _____

Date Entered: _____

Initials: _____

INSTRUCTIONS TO COMPLETE A DIRECT DEPOSIT APPLICATION FORM

- Name and address in Part 1 must exactly match the Vendor's personalized void cheque and invoices.
- Enter the Transit/Branch Number, Institution Number, and Account Number for depositing your funds. Attach an **original personalized void cheque** showing the same information to this form.
 - If this is not possible, have this information confirmed in Part 2 by your Financial Institution/Bank.
- You can find the required information on the bottom left corner of your personalized cheque as shown below.

EXAMPLE: || 798 || 00026 || 002 || 1234 567
 Chq# Transit# Inst# Account #

Transit Number: **0 0 0 2 6** (must be 5 digits)

Institution Number: **0 0 2** (must be 3 digits)

Account Number: **1 2 3 4 5 6 7** (up to a maximum of 12 digits)

- The account you identify **must be active** and hold Canadian funds at a financial institution in Canada.
- PLEASE FORWARD COMPLETED FORMS TO:
The City of Winnipeg
Financial Services – Treasury
Main Floor, 510 Main St.
Winnipeg, MB R3B 1B9
Attention: Supervisor of Treasury
- **When changing or closing accounts**, you must send a new Direct Deposit Application Form to Treasury immediately.
- Email: FIN-EFT-Advice@winnipeg.ca for any questions or to request new forms.