



Agence spatiale  
canadienne

Canadian Space  
Agency

6767, route de l'Aéroport  
Saint-Hubert (Québec)  
J3Y 8Y9  
www.espace.gc.ca

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**PRIVACY NOTICE** The personal information is collected under the Financial Administration Act, ss. 17(1) and 35(2). The information is used and disclosed to relevant federal program(s) and your financial institution for direct deposit purposes. Direct deposit payments cannot be made without provision of information requested. Personal information is protected in accordance with the provisions of the *Privacy Act*. Under the Act, individuals and businesses have a right to request access and correct their personal information, if erroneous or incomplete.

PROTÉGÉ / PROTECTED A

## Direct deposit request form

### Part A: To be completed by applicant

Preferred language		<input checked="" type="radio"/> French		<input type="radio"/> English	
1	Check one only <input checked="" type="radio"/> Start Direct Deposit <input type="radio"/> Change Direct Deposit Information <input type="radio"/> Stop Direct Deposit				
2	Legal Name of the Applicant (Business or Individual Applicant Name)				
3	Operating Business Name				
	Name of Parent Company, if applicable				
4	Address				
	City			Province:	
	Postal code		Telephone		
	E-mail address				
5	Provide the following if applicable:				
	Business or GST Number				
	QST Number				
	Social Insurance Number (Individuals only)				

### Part B: Complete Part B and have it confirmed by your financial institution OR for Canada Only attach a voided cheque and complete Box 7.

6	Branch No.			Swift code for USA:	
	Inst. No.				
	Account Number				
7	Name(s) of Account Holder(s) – if different from box 2:				
8	Financial Institution Name, Address and Postal Code			Telephone number of Financial Institution	
9	Confirmation of Financial Institution Official			Date	
Financial Institutions Stamp Here					

### Partie C / Part C:

I, as an authorized representative of this business, grant the Receiver General for Canada the right to deposit future payment(s) from Canadian Space Agency directly into the bank account specified until further notice.					
10	Name of the authorized Representative (Applicant)				
11	Signature of Applicant			Block letters	
	X			Date	



## **Instructions for completion**

### **Part A:**

Complete all sections. All payment notifications will be sent to the e-mail address provided. Please ensure your address is correct and up-to-date. Should the direct deposit fail for any reason, a cheque will automatically be produced and mailed to the address provided.

### **Part B:**

**Canada** : Attach a voided cheque or facsimile (please staple to the form) and complete box 7 **OR** complete Boxes 6, 7, 8 and 9.

**USA** : Complete boxes 6, 7, 8 and 9

Boxes 6 and 7: Provide information to identify your branch number, financial institution number, account number, swift code and the name of the Account holder.

Boxes 8 and 9: Must be completed by your financial institution.

### **Part C:**

Box 10: Applicant's name (block letters)

Box 11: Applicant's signature and date.

## **Send Completed Forms to:**

### By email :

Send the form and the voided cheque to: [FichierFournisseur-VendorRecord@asc-csa.gc.ca](mailto:FichierFournisseur-VendorRecord@asc-csa.gc.ca)

### Or by mail:

Accounting Operations and Financial Policies – Vendor Records

Canadian Space Agency

6767, rte de l'Aéroport

Saint-Hubert QC J3Y 8Y9

## **General Information**

1. This form can only be used for payments deposited in Canada or in the USA.
2. If, after the start of direct deposit, you wish to revoke your direct deposit authorization OR change your financial institution, the branch of your financial institution or your account number you must complete a new Direct Deposit Request Form. **When you request one of these changes, DO NOT close your present direct deposit account until you receive your payment in accordance with that change.**
3. **All payments over \$5,000** will be subject to a one-time **test deposit** to ensure the payment is made to the correct bank account. This means that your first payment over \$5,000 may be delayed while Canadian Space Agency confirms the accuracy of your banking information. A payment of under \$10 will be deposited to your account to test your banking information. Once you confirm with you that you have received the small payment, the remaining amount of the payment will be deposited into your account. This process will only occur once unless you change your banking information.