

# Direct Deposit

## IMPORTANT INFORMATION

Direct deposit provides the fastest, easiest, safest and most reliable way to receive your business' payment. When you use direct deposit, funding goes directly to your business bank account. This ensures you receive payment on time and helps prevent cheque loss, theft or misplacement.

**The completed Direct Deposit Payment Request Form must be provided and accompany your application, please read the following:**

- Make sure you have checked only one of the following options at the top of the Direct Deposit Payment Request form:
  - To Start Direct Deposit: if this is your first-time application or you need to confirm banking information, complete all sections on the form that apply and sign.
  - To Change Information on Direct Deposit: if you need to change banking or other information, such as address information, complete all sections on the form that apply and sign.
- The name, address and other information on this form is for your business account, not your personal details. The business information provided must match the name and address listed on your application as this information will be used for contracting and payment.
- By providing an email address, the payment advice for any funding provided by the Government of Saskatchewan through direct deposit will be delivered to that email address.
- Attach a current **Void Cheque** that includes your business name, address and information on your account (bank, branch/transit number and account information). If you don't have a cheque, you can download a **Direct Deposit Request** or **Void Cheque** from your business banking account online or request one from your branch.
  - If you are having trouble finding this feature, contact your bank for assistance. The void cheque must have your business name, address and pre-printed numbers indicating the bank, branch/transit and account numbers.

Ensure you review the Authorization section carefully and understand your responsibilities. Ensure your legal authorized representative signs and dates the Direct Deposit Authorization. If using an electronic signature, it must be digitally certified or include an audit trail identifying the form was signed and completed by the named individual.

- **When completed, attach this form to your application for funding. If your RSTS funding application is not approved, this direct deposit information will not be held on file and will be destroyed.**
- Payments are required to be made through direct deposit to your business bank account. Under certain circumstances, the requirement for direct deposit may be waived.

For questions, contact the ministry at:

### Canada-Saskatchewan Job Grant Unit

Skills Training Branch, Ministry of Immigration and Career Training

Regina and Area: (306) 787-4677

Saskatoon and Area: (306) 964-1005

Email: [cansaskjobgrant@gov.sk.ca](mailto:cansaskjobgrant@gov.sk.ca)

# Direct Deposit Payment Request Form

Ministry of Finance  
Provincial Comptroller's Office  
Financial Systems Branch  
700 - 2350 Albert Street  
REGINA SK S4P 4A6

**Check one only**

To Start Direct Deposit

To Change Information on Direct Deposit

Full Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ Postal Code \_\_\_\_\_

Email Address \_\_\_\_\_

By providing your email address, your payment advice will be delivered to the above email address.

**1. Sign this form authorizing payment by direct deposit to your account.**

I hereby authorize direct deposit to the account designated below. I understand that the information provided herein will be used by the Government of Saskatchewan for the purposes of payment processing and accordingly is available to all ministries of the Government of Saskatchewan for such purposes. Further, I understand that this agreement may be cancelled at any time by myself or the Government of Saskatchewan by written notice.

Signer's Name \_\_\_\_\_ Title \_\_\_\_\_  
(please print) (please print)

Authorizing Signature \_\_\_\_\_ Telephone Number \_\_\_\_\_

**2. Please do A or B: (A is preferable, unless we are paying to a non-chequing account)**

A) Attach a current blank company cheque or photocopy marked "Void". The payee's name and address should be pre-printed on the cheque.

B) Have **an official from your financial institution** provide the following information regarding your current account.

Branch	Institution	Account Number																												
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\_\_\_\_\_  
Name and Address of Financial Institution

\_\_\_\_\_  
Financial Institution Official's Signature and Stamp

**Please scan signed document and submit to [mhd@gov.sk.ca](mailto:mhd@gov.sk.ca) or by fax at (306) 787-7227**

**For  
Office  
Use Only**

Supplier Site Name \_\_\_\_\_

Date Received in Finance \_\_\_\_\_ Received by \_\_\_\_\_

Date Entered on MIDAS \_\_\_\_\_ Entered by \_\_\_\_\_