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## Direct Deposit Payments

Payments are deposited directly into your bank account through our electronic payment program.

### 1. Payment Information

**Program Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Account Holder:** \_\_\_\_\_

**Financial Institution:** \_\_\_\_\_

**Institution Number** (3 digits) \_\_\_\_\_

**Branch Transit Number** (5 digits) \_\_\_\_\_

**Account Number\*** (7 digits) \_\_\_\_\_

*\*For Credit Union Banks, account number may be more than 7 digits*

### 2. Please attach a void cheque.

To ensure the accuracy of your account information, please attach a void cheque.

By signing below, I hereby confirm that I am the authorized person to provide above program's bank account information, and authorize Alberta Resource Centre for Quality Enhancement to directly deposit payment of invoices and/or support to the account stated above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

### 3. Once Completed send this form to [finance@arcqe.ca](mailto:finance@arcqe.ca)

This account will be used for all payments you receive from **ARCQE**; for all multiple programs you might invoice to.

The authorization will remain until **ARCQE** receives your written authorization and verbal confirmation to terminate or change your direct deposit information.

Your statement of account from your financial institution will reference the payments from **ARCQE**.