

Direct Deposit Form

Instructions

Scan and attach a void cheque from your bank account.

- The cheque must show full account and bank tracking information, as well as the name of the account holder. You should write the word **VOID** across the front.
- If you do not have cheques, you can visit your financial institution and request an official direct deposit/pre-authorized payment form.

IMPORTANT: The name of the account holder on the cheque **must match** the applicant name that you used to apply to FACTOR. If you do not have a bank account name that matches your FACTOR applicant name, please contact your Project Coordinator.

Client Information

Applicant Name: _____

Artist/Company Name: _____

Notes

- FACTOR now requires all payments to be made by direct deposit except by special permission of FACTOR. Please contact FACTOR if you have any difficulty acquiring your direct deposit information.
- If you have previously set up direct deposit with FACTOR, you do not need to resubmit this form unless there is a change in your banking information.