

**!** **Important** – Please complete one form per payment address.

**Provider information**

|   |           |   |  |                                   |  |                       |
|---|-----------|---|--|-----------------------------------|--|-----------------------|
| Name as it is registered with the Registraire des entreprises du Québec (NEQ) or with Canada's Business Registries (BN) |           |   | Name of payee  |                                   |  |                       |
| Business number (NEQ) as it appears in the Registre des entreprises du Québec   |           | Federal business number (BN) as registered with Corporations Canada |  | GST/HST Number<br><b>9 DIGITS</b> | QST Number (if applicable)<br><b>10 DIGITS</b> | TQ<br><b>4 DIGITS</b> |
| Payment address (street number, street name, office)  |           |   |  | City                              |  |                       |
| Province  |           |   | Country  |                                   | Postal code                                    |                       |
| Phone number (work)   | Extension | Fax number  | Email address where you'd like to receive confirmation of direct deposit payments.<br>(Note: Emails will include the invoice number, your bank account information, the date and the amount of the direct deposit payment) |                                   |  |                       |

**Provider diversity**

Is your business a social enterprise (Including cooperatives, mutual companies and NPOs)?  Yes  No

Are the owners of your business less than 35 years old?  Yes  No

Are you a diverse supplier?\*  Yes  No If yes, check the box next to the category that applies.

\* A diverse provider is an organization that is at least 51% owned and controlled by people who belong to the following groups:

- Indigenous peoples,  women,  LGBTQ+,  veterans,  ethnic minorities,  visible minorities,
- individuals with physical limitations or other disabilities.

Can Desjardins contact you about this?  Yes  No

**Direct deposit payments**

Send an electronic copy of a void cheque along with this form.

If you're registered for AccèsD, here's how to obtain an electronic copy of a void cheque:

- Log in to AccèsD.
- Click the 3 dots to the right of your balance in the account you want to use. Then, click **Void cheque**.
- Download the letter and send it with this form.

If you don't bank with Desjardins, check with your financial institution.



**Acceptance**

**Sending** this form means you agree to receive payments by direct deposit.

**Authorization**

Specify the Desjardins component you will be billing: \_\_\_\_\_

- Checking this box authorizes the **Desjardins component mentioned above** to send you email notifications with payment details (invoice number, date and amount).
- Checking this box authorizes all **Desjardins components** to:
  - Use the information in this form to transfer any amounts owed to the above-mentioned business by direct deposit to the account indicated on the void cheque;
  - Send you email notifications with payment details (invoice number, banking information, date and amount).

Name \_\_\_\_\_ Position \_\_\_\_\_ Date (YYYY-MM-DD) \_\_\_\_\_

**Information on sending this form**

Save this form on your computer and fill it out. Once done, send an electronic copy of a void cheque with this form to [appro.creation.fournisseurs@desjardins.com](mailto:appro.creation.fournisseurs@desjardins.com).

Please contact us at [appro.creation.fournisseurs@desjardins.com](mailto:appro.creation.fournisseurs@desjardins.com) if you need any additional information.