

Direct Deposit Registration Form - Individuals

Note to artists, assessors and jury members: this direct deposit registration form must only be completed once you receive a favourable response to a grant application or are officially hired by the CALQ to evaluate applications or provide an opinion.

To facilitate and accelerate payments, I consent to the CALQ collecting the personal information required to register for direct deposit via this form.

The CALQ may communicate personal information obtained to third parties in Québec, notably to financial institutions. Information is only communicated for the abovementioned purposes for which it was collected or for accounting.

You may have access or request corrections to information about you. You may also withdraw your consent for the use and communication of personal information. However, should you withdraw your consent, the CALQ will no longer be able to proceed with direct deposits as set out in this form, which could delay your payment.

This consent is valid for the required period following the decision about the grant application.

By signing this form, I declare that I have read and understood the foregoing. I also declare that I have read the Confidentiality Policy and the Governance and Management of Personal Information Policy available on the CALQ’s website and that I have had support to answer any questions and concerns about the protection of personal information.

Section 1 – Identification

Last name			First name		
Address					
No	Street	Apartment	City	Province	Postal code
Area code and phone number			Email address		
Select only one box		Registration for direct deposit			
		Change of information			

Section 2 - Information about payments

- Attach a void cheque to this form
- Send the signed form to the attention of the Financial and Material Resources Department by email at: rfm@calq.gouv.qc.ca

Section 3 – Authorization

I authorize the CALQ to directly deposit amounts due to me to the account indicated on the attached cheque and to send me a notice of deposit by email.

First name of beneficiary (in block letters)	Last name of beneficiary (in block letters)
Signature	Date

Procedure

- A void cheque in the beneficiary’s name must be attached to this form.
- The financial institution must be in Canada.
- A notice of deposit will be sent to you by email.
- If the financial institution notifies the CALQ of a change in banking information, payments may be deposited in the new account.
- For additional information about the direct deposit, please contact the CALQ’s Financial and Material Resources Department by email at rfm@calq.gouv.qc.ca or at 1 800 608-3350.
- The CALQ is not responsible for problems that may arise should you provide incomplete or inaccurate information.