



Application to register for direct deposit - INDIVIDUALS

- To facilitate and accelerate payments, the Conseil des arts et des lettres du Québec (Conseil) requests that you register for its direct deposit service. To register or to modify information in this respect, please fill out this form.

Section 1 – Identification

Last name		First name																			
Address																					
No.	Street	Apartment	City	Province	Postal code																
<table border="1"> <tr> <td> </td><td> </td><td> </td><td> </td> </tr> </table> Area Code					<table border="1"> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> </table> Telephone number							-	<table border="1"> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> </table> Email								
Check only one box (X) <input type="checkbox"/> Registration for direct deposit <input type="checkbox"/> Modification of information																					

Section 2 - Information on the delivery of payments

- Join a specimen check to the form
- Forward the signed form to the attention of the Service des ressources financières et matérielles du Conseil :
 - By fax: 418-478-3235 or by email: rfm@calq.gouv.qc.ca

Section 3 – Authorization

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

_____	_____
First name of the beneficiary (in block letters)	Last name of the beneficiary (in block letters)
_____	_____
Signature	Date (year – month – day)

Procedures

<ul style="list-style-type: none"> A check specimen in the name of the beneficiary must be attached to this form The financial institution must be located in Canada. You will receive a deposit advice by email. If the financial institution notifies the Conseil of a change in the banking information, the payments may be deposited in the new account. For any further information concerning direct deposit, please contact the financial and material resources service at the Conseil by mail : rfm@calq.gouv.qc.ca or at 1 800 608-3350 The Conseil is not responsible for problems that might arise if you provide incomplete or inaccurate information.
