

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.
- Page 2 of the form provides additional information on direct deposit.

Section 1 – Identification

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

Section 2 - Information on the delivery of payments

- Staple or scan the cheque specimen in the space provided on the application form, with “CANCELLED” written on the front.
- Forward the signed form to the attention of the Service des ressources financières et matérielles du Conseil :
 - By fax: 418-528-2327
 - By email: rfm@calq.gouv.qc.ca
 - By courier or in person to the Conseil offices in Montréal or Québec City

Staple or scan the cheque specimen in this space
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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

- A cheque specimen in the name of the beneficiary must be attached to this form, with the word “CANCELLED” written on the front.
- 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 :
Québec: 418 528-2380
Toll-free number: 1 800 608-3350
Fax: 418-528-2327
- The Conseil is not responsible for problems that might arise if you provide incomplete or inaccurate information.