

# Direct Deposit Payment Request Form

Ministry of Finance  
Provincial Comptroller's Office  
Financial Systems Branch  
700 - 2350 Albert Street  
REGINA SK S4P 4A6

**Check one only**

To Start Direct Deposit

To Change Information on Direct Deposit

Supplier Name \_\_\_\_\_ Supplier No. \_\_\_\_\_

Mailing Address \_\_\_\_\_

Postal Code \_\_\_\_\_ Email \_\_\_\_\_

By providing your email address, your payment advice will be delivered to the above email address

**1. Sign this form authorizing payment by direct deposit to your account.**

I hereby authorize direct deposit to the account designated below. I understand that the information provided herein will be used by the Government of Saskatchewan for the purposes of payment processing and accordingly is available to all ministries of the Government of Saskatchewan for such purposes. Further, I understand that this agreement may be cancelled at any time by myself or the Government of Saskatchewan by written notice.

Signer's Name \_\_\_\_\_ Title \_\_\_\_\_  
(please print) (please print)

Authorizing Signature \_\_\_\_\_ Telephone Number \_\_\_\_\_

**2. Please do A or B: (A is preferable, unless we are paying to a non-chequing account)**

A) Attach a current blank company cheque or photocopy marked "Void". The payee's name and address should be pre-printed on the cheque.

B) Have **an official from your financial institution** provide the following information regarding your current account.

Branch	Institution	Account Number
_ _ _ _	_ _ _	_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

\_\_\_\_\_  
Name and Address of Financial Institution

\_\_\_\_\_  
Financial Institution Official's Signature and Stamp

**For  
Office  
Use  
Only**

Supplier # \_\_\_\_\_ Supplier Site \_\_\_\_\_

Supplier Contact \_\_\_\_\_ Phone No. \_\_\_\_\_

Ministry Contact \_\_\_\_\_ Ministry \_\_\_\_\_

Authorized Signature \_\_\_\_\_

By signing the above, I have confirmed that the ministry has verified the supplier phone number and phoned the supplier to verify the request

# Direct Deposit - Client Instructions

Direct deposit provides the fastest, easiest, safest and most reliable way to receive your business' payment. When you use direct deposit, funding goes directly to your business bank account. This ensures you receive payment on time and helps prevent cheque loss, theft or misplacement.

Please read the following instructions:

- Make sure you have checked only one of the following options at the top of the Direct Deposit Payment Request form:
  - To start direct deposit: if this is your first-time application or you need to confirm banking information, complete all sections on the form that apply and sign.
  - To change information on direct deposit: if you need to change banking or other information, such as address information, complete all sections on the form that apply and sign.
  - If you would like to request to cancel direct deposit or to add an email address for remittance purposes, these requests may be sent to [mhd@gov.sk.ca](mailto:mhd@gov.sk.ca) or to your Government of Saskatchewan program contact.
- The name, address and other information on this form must match your Government of Saskatchewan supplier record. This form cannot be used to update your address.
- By providing an email address, the payment advice for any funding provided by the Government of Saskatchewan through direct deposit will be delivered to that email address.
- Attach a current void cheque that includes your personal or business name, address and information on your account (bank, branch/transit number and account information). If you don't have a cheque, you can download a direct deposit request or void cheque from your business banking account online or request one from your branch.
  - If you are having trouble finding this feature, contact your bank for assistance. The void cheque must have name (business or individual), address and pre-printed numbers indicating the bank, branch/transit and account numbers.
- In the event that you are unable to provide a void cheque, you may have an official from your financial institution complete section 2B of the form. The official must sign and stamp the form for it to be accepted by the Ministry of Finance.
- If your supplier name and bank account owner name do not match, you may be asked to provide further detail.
- Ensure you review the authorization section carefully and understand your responsibilities. Ensure your legal authorized representative signs and dates the direct deposit authorization. If using an electronic signature, it must be digitally certified or include an audit trail identifying the form was signed and completed by the named individual.
- When completed, return this form and any supporting documentation to the ministry program that issues your payments. Follow the instructions provided by the ministry contact or check the ministry program's website for information.