

# Request for Direct Deposit in Canada (via Electronic Funds Transfer) – Provider

If you have any questions, please contact a Purchasing Assistant at 604.276.3344, or toll-free at 1.844.276.3344 (within B.C.), or email us at [procurement@worksafebc.com](mailto:procurement@worksafebc.com).

## 1. Company

Legal business name		Trade or other business name	
Head office address		City	Province
		Postal code	
Payee number	Email address		

## 2. Payment address (if different from above)

Payment address		City	Province	Postal code
Phone number(s)	Fax number(s)	Contact person	Title or position	Email address

## 3. Direct deposit information

Select one of the following: <input type="checkbox"/> Start direct deposit <input type="checkbox"/> Change direct deposit
Provide your banking information. You can either provide a sample voided cheque or have your banking representative provide your banking information, sign/initial, and stamp in the next section.  Please make sure: <ul style="list-style-type: none"> <li>Your business name appears on the account</li> <li>The account number you have provided is with a branch of a Canadian financial institution, located in Canada (i.e., cannot be an off-shore account)</li> </ul>

## 4. For banking representative to complete (if no sample voided cheque provided)

<b>Financial institution information</b>			<b>Please stamp here:</b>	
Name of financial institution				
Institution ID number (3-digit minimum)	Transit ID number (5-digit minimum)	Account number (7-digit minimum)		
Address		City		

**My signature on this document authorizes WorkSafeBC to make changes as noted above and to obtain current address information at any time from the branch of the financial institution where my direct deposit is made.** This authority is to remain in effect until Procurement Services has received written notification to cancel this request.

Authorized business signature	Print name	Title	Date (yyyy-mm-dd)
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Please complete and return this form to: **Procurement Services**.

**By fax**  
604.276.3260  
Attn: Procurement Services

**Mail to**  
WorkSafeBC Procurement Services  
PO Box 5350 Stn Terminal  
Vancouver BC V6B 5L5

WorkSafeBC collects information on this form for the purposes of administering and enforcing the *Workers Compensation Act*. That Act, along with the *Freedom of Information and Protection of Privacy Act*, constitutes the authority to collect such information. To learn more about the collection of personal information, contact WorkSafeBC's FIPP Office, at PO Box 2310 Stn Terminal, Vancouver BC, V6B 3W5, or email [FIPP@worksafebc.com](mailto:FIPP@worksafebc.com), or call 604.279.8171.