

**NOTE: If you have multiple address of payment or if your bank information changes according to your different address of payment, please fill out an additional form for each address.**

**SECTION 1 – APPLICANT INFORMATION**

Company name: \_\_\_\_\_

First name: \_\_\_\_\_ Last name: \_\_\_\_\_

Address: \_\_\_\_\_

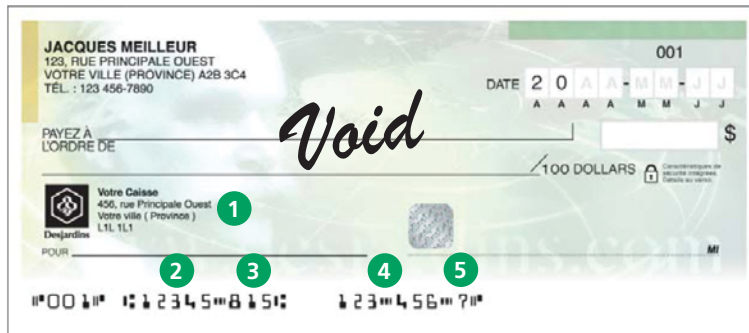
Town: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Postal code: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Provide an email address to receive payment confirmation: \_\_\_\_\_

**SECTION 2 – INSTRUCTIONS**

- Download an electronic version of your void cheque or scan it and attach it to this form, or simply fill out the financial institution information in Section 3 below.



- 1 Name and address of financial institution
- 2 Identification number (caisse or branch transit number)
- 3 Financial institution number
- 4 Folio or account number (including zeros)
- 5 Check digit

**SECTION 3 – FINANCIAL INSTITUTION INFORMATION (To be filled out if you have not attached a void cheque)**

1 Financial institution name: \_\_\_\_\_

1 Address: \_\_\_\_\_

2 Caisse or branch number: \_\_\_\_\_ 3 Financial institution number: \_\_\_\_\_

4 Account number: \_\_\_\_\_ 5 Check digit (if applicable): \_\_\_\_\_

**SECTION 4 – AGREEMENT**

By returning this duly completed form and clicking “Send” you agree to receive payment by direct deposit.

**SECTION 5 – AUTHORIZATION**

By checking this box, you allow any Desjardins Group component to transfer by direct deposit any amount due to the company described under Section 1 to the account number described under section 3 or appearing on the void cheque.

**SECTION 6 – ADDITIONAL INFORMATION**

- Please enter your email address to receive detailed confirmation of payment (invoice number, date, amount due).
- Click “Send” to submit the duly completed form. The form will be sent to: [apro.creation.fournisseurs@desjardins.com](mailto:apro.creation.fournisseurs@desjardins.com)
- For further information, please send an email to: [apro.creation.fournisseurs@desjardins.com](mailto:apro.creation.fournisseurs@desjardins.com)
- However, if the PDF form is not automatically inserted in an email when clicking the Send button below, please save the PDF form and email it to: [apro.creation.fournisseurs@desjardins.com](mailto:apro.creation.fournisseurs@desjardins.com)