

The information indicated on this form is confidential and will be used solely for the purpose of depositing your payments directly into your bank account. We will not release this information for any other purpose. If you have any questions or concerns, please follow up with your Ministry Contact.

**Completion of All Fields is Mandatory. Incomplete forms will not be processed.**

**INSTRUCTIONS**

- This form is not required if you have a PERSONALIZED voided cheque.
- Funds will only be deposited into ONE bank account.
- Funds can only be deposited in the name of the person or company who CURRENTLY receives the cheque from the Ministry.
- This form must be signed by both spouses where both spouses are registered as the payment recipients.
- This form must be signed by an official representative of the Bank
- This form must contain the "Bank Stamp"
- Please return the signed form to your Ministry Contact for processing.

**Part 1  
Party Authorized to Receive Payment**

Vendor Number (if known)

See sample cheque below to complete the following information:

**A. Name of Account Holder**

Last Name/Company Name		First Name	Middle Name
Address			City/Town
Province	Postal Code	Telephone Number (include area code)	

OPT IN - Vendor email address for electronic remittance advice \_\_\_\_\_

OPT OUT (with a check box) will not receive electronic delivery of remittance advice.

I authorize the Province of Alberta to make all payments due to me by deposit to the above account. Payment shall continue until I advise you of any change.

Dated \_\_\_\_\_

Signed \_\_\_\_\_

Dated \_\_\_\_\_

Signed (if joint account) \_\_\_\_\_

**Part 2  
Bank Information**

<b>B. Name of Bank</b>		<b>C. Bank Address</b>		
Type of Account (please check one): <input type="checkbox"/> Chequing <input type="checkbox"/> Savings	<b>D. Bank Transit/Branch Number</b>	<b>E. Bank Number</b>	<b>F. Account Number</b>	
Print Name of Financial Institution Officer	Telephone Number	Dated	Financial Institution Officer's Signature	

Sample of Personalized Cheque

**A** → Shirley Smith  
Name of Account Holder #102, 10222 - 102 Street  
Edmonton, Alberta T6P 1L9 Date: 1 5 9

**B** → ROYAL BANK OF CANADA  
Name of Bank 107 Street & 107 Avenue Branch

**C** → 10707 - 107 STREET  
Bank Address EDMONTON, ALTA. T6A 3P8

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**D** Bank Transit / Branch Number - 5 digits (add zero in front if the actual Bank ID is 3 digits)

**E** Bank Number - 4 digits (add zero in front and 12 digits if the actual Bank ID is 3 digits)

**F** Account Number - between 3 and 12 digits

Bank Teller Stamp

**Please return the signed form to your Ministry Contact for processing.**