

# EFFICIENCY MANITOBA

## Direct deposit request form

Efficiency Manitoba's preferred method of payment is direct deposit. We strongly encourage your participation to reduce the use of paper products and experience a more efficient payment process. If you have any questions, email us at [AccountsPayable@efficiencyMB.ca](mailto:AccountsPayable@efficiencyMB.ca).

### Select the type of direct deposit account being registered:

☐ A business (proceed to Section A)

☐ An individual (proceed to Section B)

## SECTION A

(To be completed only when registering a business for direct deposit)

### BUSINESS INFORMATION

Legal business name: \_\_\_\_\_

Operating name (if different): \_\_\_\_\_

Business address (head office or remittance address): \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal code: \_\_\_\_\_

**Important:** If your business operates from more than one location, please list all addresses that may appear on invoices or correspondence so we can ensure payments are correctly applied.

\_\_\_\_\_  
\_\_\_\_\_

### BANKING INFORMATION

Name on bank account: \_\_\_\_\_

**Important:** If the name on the bank account differs from the legal business name or operating name noted above, please explain below. You may be asked to provide supporting documentation.

\_\_\_\_\_  
\_\_\_\_\_

Name of financial institution: \_\_\_\_\_

Address of financial institution: \_\_\_\_\_

Financial institution number (3 digits): \_\_\_\_\_ Transit number (5 digits): \_\_\_\_\_

Account number: \_\_\_\_\_

**Attach a copy of a void cheque along with this completed form.**



## REMITTANCE INFORMATION

Please provide an email address (maximum 50 characters) to receive the payments details. We recommending using your accounts receivable, finance, or accounting department email address.

Email address: \_\_\_\_\_

I authorize Efficiency Manitoba to make all payments due to the payee via direct deposit into the account provided. As applicable, I have the authority to provide the above information on behalf of the payee. The payee will ensure that any change to banking information is promptly submitted to Efficiency Manitoba via another "Direct Deposit Request Form." I acknowledge that it is my responsibility to provide correct information. I acknowledge that any changes may take several weeks to process from the receipt of the form. Efficiency Manitoba has the right to convert the payment back to a cheque without notice.

Name of authorized officer: \_\_\_\_\_

Title of authorized officer: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Effective date: \_\_\_\_\_

## SECTION B

(To be completed only when registering as an individual for direct deposit)

### PERSONAL INFORMATION

Full legal name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal code: \_\_\_\_\_

### BANKING INFORMATION

Name on bank account (must match full legal name above): \_\_\_\_\_

Name of financial institution: \_\_\_\_\_

Address of financial institution: \_\_\_\_\_

Financial institution number (3 digits): \_\_\_\_\_ Transit number (5 digits): \_\_\_\_\_

Account number: \_\_\_\_\_

**Attach a copy of a void cheque along with this completed form.**

### REMITTANCE INFORMATION

Please provide an email address (maximum 50 characters) to receive the payments details.

Email address: \_\_\_\_\_

I authorize Efficiency Manitoba to make all payments due to the payee via direct deposit into the account provided. The payee will ensure that any change to banking information is promptly submitted to Efficiency Manitoba via another "Direct Deposit Request Form". I acknowledge that it is my responsibility to provide correct information and confirm that this account is held in my name. I acknowledge that any changes may take several weeks to process from the receipt of the form. Efficiency Manitoba reserves the right to convert the payment back to a cheque without notice.

Signature: \_\_\_\_\_ Effective date: \_\_\_\_\_