



Canadian Space Agency

6767, route de l'Aéroport  
Saint-Hubert (Québec)  
J3Y 8Y9  
www.asc-csa.gc.ca

Agence spatiale  
canadienne

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**PRIVACY NOTICE** Personal information is collected under the *Financial Administration Act*, Subsections 17(1) and 35(2). The Canadian Space Agency shall disclose information to relevant federal institutions and your financial institution. Direct deposit payments cannot be made without provision of requested information. Personal information is protected, used and disclosed in accordance with the *Privacy Act*, and as described in Personal Information Bank CSA PPU 045 – Grants and Contributions – Research Component. Under the Act, you have the right to access and correct your personal information, if erroneous or incomplete. Third party information provided by companies shall be protected, used and disclosed in accordance with the *Access to Information Act*.

## Direct Deposit Request Form For Vendors

### Part A: To be completed by applicant

Preferred language		English	French
1	Purpose of the request		
	Start Direct Deposit	Change Direct Deposit Information	Stop Direct Deposit
2	Legal Name of the Applicant (Business or Individual Applicant Name)		
3	Operating Business Name		
4	Address		
	City	Province / State	
	Postal Code	Country	Telephone
	Email Address		
5	Provide the following if applicable:		
	Business or GST Number		
	QST Number		
	Social Insurance Number (Individuals only)		

### Part B: Complete Part B and have it confirmed by your financial institution OR for Canada only, attach a voided cheque and complete Box 7.

6	Branch No.		Swift Code for USA:
	Inst. No.		
	Account Number		
7	Name(s) of Account Holder(s) – if different from Box 2:		
8	Financial Institution Name, Address and Postal Code	Telephone Number of Financial Institution	
9	Confirmation of Financial Institution Official	Financial Institution's Stamp Here	
		Date	

### Part C:

I, the undersigned, have read the Privacy and Third Party Notice, and I consent to the collection, use and disclosure of my information as described therein.			
I, as an authorized representative of this business, grant the Receiver General for Canada the right to deposit future payment(s) from the Canadian Space Agency directly into the bank account specified until further notice.			
10	Name of the Authorized Representative (Applicant)	Block letters	
11	Signature of Applicant	X	Date



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## **Instructions for completion**

### **Part A:**

Complete all sections. All payment notifications will be sent to the email address provided. Please ensure your address is correct and up to date. Should the direct deposit fail for any reason, a cheque will automatically be produced and mailed to the address provided.

### **Part B:**

**Canada:** Attach a voided cheque or facsimile (please staple to the form) and complete Box 7 **OR** complete Boxes 6, 7, 8 and 9.

**USA:** Complete Boxes 6, 7, 8 and 9.

Boxes 6 and 7: Provide information to identify your branch number, financial institution number, account number, swift code and the name of the account holder.

Boxes 8 and 9: Must be completed by your financial institution.

### **Part C:**

Box 10: Applicant's name (block letters)

Box 11: Applicant's signature and date.

## **Mail completed forms to:**

Accounting Operations and Financial Policies – Vendor Records  
Canadian Space Agency  
6767 Route de l'Aéroport  
Saint-Hubert QC J3Y 8Y9

## **General information**

1. This form can only be used for payments deposited in Canada or the USA.
2. If, after the start of direct deposit, you wish to revoke your direct deposit authorization OR change your financial institution, the branch of your financial institution or your account number, you must complete a new Direct Deposit Request Form. **When you request one of these changes, DO NOT close your present direct deposit account until you receive your payment in accordance with that change.**
3. **All payments over \$5,000** will be subject to a one-time **test deposit** to ensure the payment is made to the correct bank account. This means that your first payment over \$5,000 may be delayed while Canadian Space Agency confirms the accuracy of your banking information. A payment of under \$10 will be deposited to your account to test your banking information. Once you confirm you have received the small payment, the remaining amount of the payment will be deposited into your account. This process will only occur once unless you change your banking information.