



## Guidelines

### INTRODUCTION

Recipients can now receive payments from the Department by electronic payment. To sign up for electronic payments print and complete the Recipient Registration and Electronic Payment Request form.

There are two electronic payment modes available:

1. Direct Deposit (DD) - Once payments are deposited, the department will send the following information by e-mail: amount of payment, date of payment, invoice number, the department reference number, and brief description of the payment. This e-mail notification will act in lieu of a cheque stub.
2. Electronic Data Interchange (EDI) - To enrol in EDI you must contact your financial institution to ensure that the account is EDI-capable.

### Changes to bank account used

If you wish to make any changes to your bank account (financial institution, branch, account number, etc.) used for payments you must complete a new Recipient Registration and Electronic Payment Request form. If you have a payment due, DO NOT CLOSE your current bank account until you have received your payment.

### COMPLETING THE FORM

There are three sections of the Recipient Registration and Electronic Payment Request form that must be completed by the recipient.

#### 1 - TYPE OF REQUEST

Complete this section by filling out one of the two request types described below:

Identify for which department you are completing this form.

AAFC = Agriculture and Agri-Food Canada    CPMA = Canadian Pari-Mutuel Agency    CFIA = Canadian Food Inspection Agency  
 CDC = Canadian Dairy Commission    NRCAN = Natural Resources Canada    NPA = Northern Pipeline Agency Canada

#### New request

If you choose to sign up for electronic payments with the department, please check the "New request" box and indicate which mode of payment you wish to use: DD or EDI.

#### Change

If you are already registered for electronic payments with the department and you wish to modify your banking information or mode of electronic payment, please select the "Change" box and mark all other boxes that apply to your change request.

#### Other

Please select the "Other" box, for any other change (i.e. email address, postal address, etc.).

#### 2 - RECIPIENT INFORMATION AND AUTHORIZATION

##### If the recipient is an individual

Please enter your name, address and telephone number AS WELL AS AN E-MAIL ADDRESS so that the department can send an e-mail notice to confirm issuance of payment (for direct deposit only). Also, you must sign the form in this section in order to authorize your request.

##### If the recipient is an organization

Please enter the name and address of your organization and make sure to complete the "Name of Payment Contact" field with the name of the contact person from your organization. The Name of Account Holder is the actual name on the bank account, and not the name of the company. Please also include the contact person's telephone number AND E-MAIL ADDRESS so that the department can send an e-mail notice to confirm issuance of payment (for direct deposit only). Also, authorized representative(s) must include their name, position, telephone number and signature, in order to authorize the request.

This section allows for up to two people to sign the form, in cases where the recipient requires two signatures for authorization to receive or modify electronic payments.

##### Tax reporting information

Provide your tax number (Business number (BN) or Goods and Services tax/Harmonized sales tax number (GST/HST) or Social Insurance Number (SIN)) used for tax reporting purposes with Canada Revenue Agency (CRA).

##### Industry field

Select the option that represents your status. The following terms are defined as:

Individual : Citizens, individuals and sole proprietors.

Corporation / Partnership: Corporations, Crown corporations, partnerships, associations, trusts and estates, including Canadian and foreign entities.

Other government : Foreign and domestic government, including provinces, territories and other level of regional and municipal government.

##### Department contact e-mail

Indicate the email address of the person with whom you are dealing with in the department.



## Guidelines

### 3 - BANKING INFORMATION

#### *If you attach a void cheque*

The void cheque must be for the account you wish to use for electronic payments. A sample of a void cheque is provided below identifying where the transit, financial institution and account numbers are located.

Name / Nom P.O. Box / C.P. 000 City / Ville, Canada H0H 0H0		Cheque No. N° de chèque	000000
Pay to the order of Payez à l'ordre de		\$	
		Dollars	
		Signature	
"000"	"00000"000	000000"0	

VOID

Transit No.      Financial Institution No.      Account No.

#### *If you do not attach a void cheque*

Complete fields 1, 2, 3, 4 of the section 3 of the form. If you do not provide a void cheque, a financial institution representative must validate the banking information by completing fields 5, 6 and 7 of the form. The representative must provide the name, address and telephone number of the financial institution, bank stamp and sign the form.

### 4 - TRANSMITTING THE REQUEST

WHEN COMPLETED, PLEASE SEND:

BY EMAIL TO :  
[vendorrequest@agr.gc.ca](mailto:vendorrequest@agr.gc.ca)

OR BY FAX TO:  
Vendor section: 613-773-0999



## Recipient Registration and Electronic Payment Request

**IMPORTANT** → For Electronic Data Interchange (EDI), compliancy must be confirmed by your financial institution.  
→ Note that Electronic Data Interchange (EDI) payments have no stub information.

### 1 - TYPE OF REQUEST

Department  AAFC  CPMA  CFIA  CDC  NPA  NRCAN

Is this a new OR change request?

New Request:

- Direct Deposit (DD)  
 Electronic Data Interchange (EDI)

Change Request:

- to banking information (provide a new blank cheque)  
 From DD to EDI  
 From EDI to DD  
 Other

If other, please enter details here:

### 2 - RECIPIENT INFORMATION AND AUTHORIZATION

Recipient Name: Individual (Family name, First name) or Organization

Address

Name of Payment Contact (please print)

City

Telephone number

Extension

Fax number

Province / State

Country

Postal code / ZIP

E-mail for Payment Notifications (please print)

Department contact e-mail

#### Tax reporting information

- Business Number (BN)  GST/HST

Number

Aboriginal

- Yes  No

Preferred Language

- English  French

#### Select the option that represents your status

- Individual  Corporation / Partnership  Other Government

Name(s) and Title(s) of Authorized Representative(s) and Signature(s), for organizations only (please print)

Telephone number

Extension

I, as an authorized representative of the above mentioned organization or as an individual entitled to receive payment from the Government of Canada, authorize the Receiver General for Canada to deposit the payment directly into the account below and to receive payment advices electronically until further notice.

Signature

Date

Signature

Date

### 3 - BANKING INFORMATION

Please attach a blank cheque from your bank account with "Void" written on it or complete fields 1, 2, 3 and 4 below with your banking information.

**1** Branch Number (transit) **2** Financial Institution Number **4** Name(s) of Account Holder(s)

**3** Account Number

If a void cheque is not attached, your financial institution must confirm banking information by completing fields 5, 6 and 7 below.

**5** Financial Institution Name, Address and Telephone Number

**7** Financial Institution Stamp

**6** Signature of Financial Institution Representative

### 4 - DEPARTMENTAL USE ONLY

PROCESSED BY

Name (please print)

Current Vendor Code

Vendor Type

- Vendor (VNDR)  Grants and Contributions (NONS)

Payment over \$5,000

- Yes  No

Other Information

The personal information collected on this form is authorized by ss. 35(2) of the Financial Administration Act. Depending on the payment type, there may be additional legislative authorities that authorize the collection. Your name, contact information, payment amount(s), banking details, departmental client identifier and Social Insurance Number, if provided, will be disclosed to Agriculture and Agri-Food Canada by participating departments and used to create vendor profiles that facilitate electronic fund transfers. The same information will be disclosed to Public Works and Government Services Canada (PWGSC), participating federal program(s) and your financial institution for electronic fund transfers. Electronic fund transfer payments cannot be made without this information. The information is described in multiple Personal Information Banks, including PWGSC's central bank: PCU 712 Receiver General Payments. Individuals have the right to access their personal information held by government departments and to request changes to incorrect personal information by contacting the participating departmental coordinators.