

The information indicated on this form is confidential and will be used solely for the purpose of depositing your payment directly into your bank account. We will not release this information for any other purposes. If you have any questions or concerns, please contact Volunteer Alberta directly.

**Completion of ALL fields is mandatory. Incomplete forms will not be processed.**
**INSTRUCTIONS:**

- Volunteer Alberta (VA) requires you to submit a **valid VOID cheque** along with this form
- Funds will only be deposited into **ONE** bank account.
- Ensure your organization's legal name on the deposit form matches the name on the bank account exactly
- Grant funds cannot be deposited into a personal bank account and must be through an organizational account
- Please return the signed and dated form to VA for processing.

**Part 1: Party Authorized to Receive Payment**

|   |             |                                      |           |
|---|-------------|--------------------------------------|-----------|
| Legally Incorporated Organization Name  |             | Operating Name (if different)        |           |
| Address   |             |                                      | City/Town |
| Province  | Postal Code | Telephone Number (Include area code) |           |
| Email address (please use email of whoever the payment remittance notice should be sent to) |             |                                      |           |

I verify that the information stated on this form is true and I authorize Volunteer Alberta to make all payments by electronic deposit to the below account.

\_\_\_\_\_ Dated                      \_\_\_\_\_ Signed

**Part 2: Bank Information** See sample cheque below to complete the following information.

|   |                       |                      |                |
|---|-----------------------|----------------------|----------------|
| <b>Name of Bank:</b>  |                       | <b>Bank Address:</b> |                |
| Account Type<br>(please Check one)                                  | Transit/Branch Number | Institution Number   | Account Number |
| Checkings <input type="checkbox"/> Savings <input type="checkbox"/> |                       |                      |                |

