Social Sciences and Humanities Research Council of Canada | Conseil de recherches en sciences humaines du Canada

Natural Sciences and Engineering Research Council of Canada | Conseil de recherches en sciences naturelles et en génie du Canada

PROTECTED B WHEN COMPLETED

PAYEE AND DIRECT DEPOSIT ENROLMENT FORM

Please keep our agency informed of any changes to the information on this form.

◯ New ◯ Change ☐ Address ☐ Bank Information ◯ NSERC ◯ SSHRC

PART A - IDENTIFICATION INFORMATION (REQUIRED)

To update your address or banking information, please complete a new Payee and Direct Deposit Enrolment Form, and choose the "Change" button above. To ensure proper transmission of electronic payment, the country indicated in the current section must match the country of the bank account information provided.

Type of Payee	Need to provide
◯ Awardee	Award #
◯ Employee	PRI:
◯ Committee Member	SIN:
◯ Organization	BN (CDN):
◯ Supplier	BN (CDN):
◯ Other (Specify)	

Name of Payee: _____

Reference number: _____

Authorized representative's name (if applicable): _____

Address of Payee: _____

_____

Telephone number: _____ **E-mail:** _____

PART B - BANK INFORMATION (FOR DIRECT DEPOSIT) - See instructions

◯ **1. CANADIAN BANK (Canadian dollars)**

Branch number (5 digits) _____ Institution number (3 digits) _____ Account number _____

◯ **2. AMERICAN BANK (US dollars)**

ABA / Routing number (9 digits) _____ Account number _____ ◯ Chequing ◯ Savings

◯ **3. EUROPEAN BANK (Euros)**

Bank Swift Code (BIC/SWIFT) (8 or 11 characters) _____ IBAN number _____

Account number _____ Name(s) of account holder(s) _____

◯ **4. GREAT BRITAIN BANK (Pounds Sterling)**

Account Number _____ Name(s) of account holder(s) _____

◯ **Bank Account** Sort Code (6 digits) _____

◯ **International Bank Account** IBAN (22 Char.) _____ BIC/SWIFT (11 char.) _____

◯ **Postal Account** Post Office (6 digits) _____

◯ **Building Society Account** Sort Code (6 digits) _____ Roll # _____

◯ **5. Other (All other currency)**

For applications from other countries not listed in this form, or for any questions about direct deposit, please contact DirectDeposit-DepotDirect@nserc-crsng.gc.ca or DirectDeposit-DepotDirect@sshrc-crsh.gc.ca. We will provide the proper form or follow-up accordingly on the enquiry.

PART C - CONSENT

Statement of Certification

By signing below, I authorize NSERC / SSHRC to deposit payment(s), until further notice, into my account noted herein by means of direct deposit, OR, if no banking information is provided, to send payment by cheque to the address noted herein. I also agree that the Canadian government and its agents will not be liable to me, or any third party, for any special, consequential or incidental damages arising from delay. I authorize the Receiver General for Canada, for foreign payments, to convert Canadian dollars in the currency of the country as indicated in PART A of this form.

Privacy Notice

Provision of the personal information, including your Social Insurance Number (SIN), is pursuant to Department of Public Works and Government Services Act, s.5, s.11 and the Financial Administration Act, ss.35(2). The Receiver General will use and disclose information to your financial institution in order to issue direct deposit payments, but will not disclose your SIN to your financial institution. Your personal information will be protected, used and disclosed in accordance with the Privacy Act, and as described in Personal Information Bank PWGSC PSU 712, Receiver General Payments. Under the Act, you have the right to access and correct your personal information, if incorrect or incomplete.

☐ I, the undersigned, have read the Privacy Notice and consent to the collection, use and disclosure of my personal information as described therein.

I certify the accuracy of the information provided and agree with the above Statement of Certification.

Signature of applicant: _____ Date (YYYY-MM-DD): _____

Validate and Print

To submit the form, check the consent box above (Part C) and upload a copy of the **signed form** AND a copy of a **void cheque** electronically to our secured **Website**. If you are unable to send the form electronically, it can be sent by mail to the following address:

NSERC / SSHRC
Accounting Services (Direct Deposit)
125 Zaida Eddy Private, 2nd floor, Ottawa, Ontario K1R 0E3

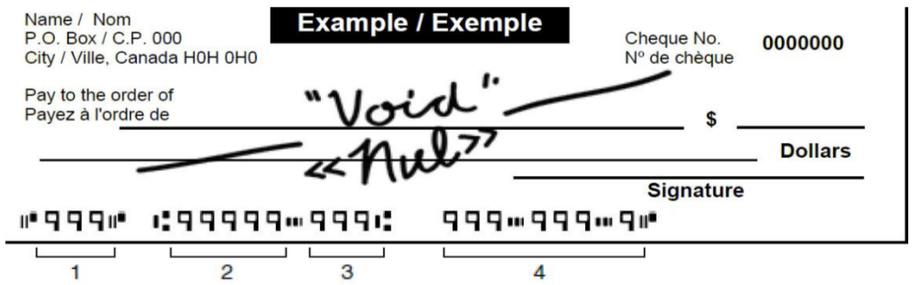
NSERC/ SSHRC **internal use only**. Due diligence is required: ◯ Yes ◯ No

Created by: Verified by:

INSTRUCTIONS

How to complete Part B.1 - for Canadian Financial Institutions

1. Cheque number - not required
2. Branch number - 5 digits
3. Institution number - 3 digits
4. Account number - as shown on your cheque



How to complete Part B.2 - for US Banks

1. ABA /Routing number - 9 digits
2. Account number - as shown on your cheque
3. Cheque number - not required