



SUPPLIER #:

For school use only

DIRECT DEPOSIT REQUEST FORM / RTC, STS, STLévis OR ALLOCATION

Please complete this form (note you do not require to fill out every year unless you wish to make changes to any of the information). **Completed form is to be forwarded to the Transportation Department, transport@cqsb.qc.ca**

PART 1 - TO BE COMPLETED BY THE APPLICANT

Person's full name: _____ SIN #: _____

Student's name(s): _____

School: _____ Type of Pass: _____

Permanent Address: _____

Home Phone No.: _____

Email (mandatory): _____

PART 2 – CHOOSE OPTION

Check only **ONE** box (X)

- A. Start Direct Deposit
- B. Change Direct Deposit Information
- C. Stop Direct Deposit

PART 3 – INFORMATION OF FINANCIAL INSTITUTION

Name of Financial Institution: _____

Address: _____

Phone No.: _____

Branch No.: _____ Account No.: _____

X _____ Signature _____ Date _____

PART 4 – FOR PARENTS OF STUDENTS ELIGIBLE FOR REIMBURSEMENT OF RTC/STS COSTS

In accordance with the fiscal administrative law, when a school board allots a payment to a person who owes money to Revenue Québec, the School Board must retain the amount and remit to Revenue Québec. Beginning with the 2013-2014 school year, we are obliged to ask you to supply us with your social insurance number. In order to proceed with the payment of the reimbursable portion of the costs incurred by you for your child's public transport, this information, in addition to your complete address proves to be essential. **** You will not receive your payment if you do not supply us with the necessary information. ****

PART 5

PLEASE ATTACH YOUR VOIDED CHEQUE HERE OR AS AN ATTACHMENT