

☐ **Registration**

☐ **Update**

(Bank account / Email for deposit notice)

Updated on	Year	Month	Day
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Section 1 – Identification			
Company's legal name			
Address (street address, Apt. No.)			
City / Town		Province / State	Postal code
Quebec company number (NEQ)		Canada GST number	Quebec PST number
Area code	Telephone number	Area code	Fax number
Email address (for deposit notice)			

Section 2 – Banking information	
Please complete the banking information area below: five-digit branch number, three-digit financial institution number, and your account number (you MUST provide us with a blank check along with your enrollment request).	
Digit branch No.	Digit financial institution No.
Account No.	
Digit branch No. Digit financial institution No. Account No.	

Section 3 – Security questions	
ID number of the most recent payment you received from the City of Quebec:	Amount of the most recent payment you received from the City of Quebec:

Section 4 – Authorisation			
I, as the dully authorised company's representative, authorize the City of Quebec to onward deposit the payment(s) directly into the bank account as shown on the voided blank check here attached , as well as to communicate with my company through email, until further notice.			
Name of the dully authorised person: _____		Title / Role: _____	
Signature		Date	Year Month Day

Section 5 – Approval			
Section for official use by the department of Finances' designated representative at City of Quebec.			
Signature		Date	Year Month Day

Submission options	
Email: comptesapayer@ville.quebec.qc.ca	Regular mail: Comptes payables Service des finances VILLE DE QUÉBEC 65, rue Sainte-Anne, bureau RC100 Québec (Québec) G1R 3X5