e Agence du revenu du Canada

# **Direct Deposit Request for Businesses**

Use this form for one of the following reasons:

- start to have your refunds and rebates deposited directly into your bank account at a Canadian financial institution; or
- change the direct deposit information that you have already given us.

You can use this form to start direct deposit if:

- you are filling in a refund or rebate application (attach this form to your refund or rebate application); or
- you have a business number and at least one of the program accounts listed on the back of this form.

Once filled in, send this form to your tax centre. For more information, go to www.cra.gc.ca/taxcentre or www.cra.gc.ca/directdeposit. A business owner can manage direct deposit information through "My Business Account" at www.cra.gc.ca/mybusinessaccount.

Part A – Business information	, , , , , , , , , , , , , , , , , , ,
Name of business	Business number (BN)
Part B – Direct deposit routing information – Fill in either option 1 or option 2, not both.	
Option 1. All amounts from all program accounts into one bank account. Fill in this option if you want the direct deposit of all refunds and rebates from all program accounts, including the primary account and all division or branch accounts, to be deposited in one bank account.	
Tick one box only	Complete the banking information area below.
	Brok No. 1 (2) A Broke William
OR Start or Change Option 2. Amounts from specific program accounts into specific bank ac	Branch No. Institution No. Bank account No.
program accounts deposited into a specific bank account.  GST/HST program account (RT)	
More RT accounts Start or Change below or attached.	Branch No. Institution No. Bank account No.
Payroll deductions program account (RP)	
More RP accounts Start or Change below or attached.	Branch No. Institution No. Bank account No.
Corporation income tax program account (RC)	
R C Only one RC account Start or Change	Branch No. Institution No. Bank account No.
Other program accounts	
For other program accounts, write the name and the two letters and last four digits of the program account in the spaces provided. For more information on which program accounts you can enter, read the <b>information and instructions</b> on page 2.	
Name of the program account:	
Two letters and More accounts Start or Change four digits below or attached.	Branch No. Institution No. Bank account No.
Name of the program account:	
Name of the program account.	
Two letters and More accounts Start <b>or</b> Change	Branch No. Institution No. Bank account No.
four digits attached.	
Part C – Certification	
You must sign and date this form. The CRA must receive this form within six months of the date it was signed or it will not be processed. This form must only be signed by an individual with proper authority for the business, for example, an owner, a partner of a partnership, a corporate director, an officer of a non-profit organization, a trustee of an estate, or an individual with delegated authority. An authorized representative cannot sign this form unless they have delegated authority. If the name of the individual signing this form does not exactly match CRA records, this form will not be processed. Forms that cannot be processed, for any reason, will be returned to the business. To avoid processing delays, you must make sure that the CRA has complete and valid information on your business files before you sign this form.	
By signing and dating this form, you authorize the CRA to deposit payments	directly into the accounts shown in Part B.
The individual signing this form is:	
an owner a corporate direct	etor a trustee of an estate
a partner of a partnership an officer of a no	on-profit organization an individual with delegated authority
First name:	Last name:
Title:	Telephone number:
I certify that the information given on this form is correct and complete.  Signature:   Date (YYYY-MM-DD):	
Oignature	Date (1111-191191-DD)



#### Information and Instructions

#### Refunds and rebates

Only refunds and rebates for the program accounts identified in Part B will be deposited directly into the **bank accounts** associated with them. This form only supports direct deposit from the following program accounts:

- RC corporation income tax
- RD excise duty
- RE excise tax
- · RG air travellers security charge
- RN insurance premium tax

- · RP payroll deductions
- RT goods and services tax/harmonized sales tax (GST/HST)
- RZ information returns
- SL softwood lumber products export charge

#### Part A – Business information

Write the name of the business. The name must be the same as the one we have on file. Write the nine-digit business number (BN) assigned to the business. If you do **not** have a business number, attach this completed form to your refund or rebate application.

## Part B - Direct deposit routing information

Follow these steps to have all refunds or rebates deposited directly into your accounts identified in Part B.

#### Notes

- The account or accounts you identify must be in the name of the business identified in Part A, and hold Canadian funds at a financial institution in Canada.
- If we cannot deposit funds into the account that you identified, we will mail a cheque to you at the address we have on file.
- We will continue to send you refunds and rebates by cheque until we process your form.
- For more information, go to www.cra.gc.ca/directdeposit or call 1-800-959-5525.
- Step 1: Choose one of the following two options:

#### Option 1. All amounts from all program accounts into one bank account.

Fill in this option to have **all** refunds and rebates from **all** program accounts, including the primary account and all division or branch accounts, deposited directly into **one** bank account. You must then complete steps 3 **and** 4.

## Option 2. Amounts from specific program accounts into specific bank accounts.

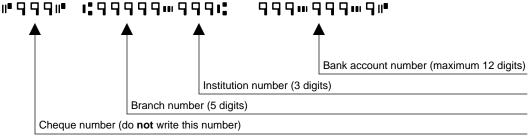
Fill in this option to have refunds or rebates for one or more specific program accounts deposited into a specific bank account. Write the last four digits, or write two letters and the last four digits of the program account in the spaces provided as the case may be. You must then complete steps 2, 3, and 4.

Step 2: If there is not enough space on this form to add all the program accounts and bank accounts, tick the appropriate box, then complete and attach another Form RC366 to your application.

#### Example

If you have four RP program accounts, enter the first RP account in the space provided for RP accounts and tick the box "More RP accounts below or attached". Write the second and third program accounts in the spaces provided under "Other program accounts" and tick the box "More accounts below or attached". Fill out another Form RC366 for the fourth RP program account and attach the two forms to your application.

- Step 3: Tick the appropriate box to either start direct deposit or change your direct deposit information.
- **Step 4:** Tell us where you want the refunds or rebates deposited. Write the branch number, the institution number, **and** your complete bank account number. You can find these numbers in your passbook, on your bank statement, or on a personal deposit slip or cheque, or you can get them from your financial institution.



Otherwise, you can attach a blank cheque with the information encoded on it and write "VOID" across the front.

## Part C - Certification

You **must sign and date** this form. The CRA **must** receive this form **within six months** of the date it was signed or it will **not** be processed. This form **must only** be signed by an individual with **proper authority** for the business. For more information, read Part C on page 1.

#### Once completed

Send this completed form to your tax centre. For more information on tax centres, go to www.cra.gc.ca/taxcentre or www.cra.gc.ca/directdeposit. After your request has been processed you can view your direct deposit information and online transactions at www.cra.gc.ca/mybusinessaccount.

## Changing your information

After your request has been processed and the direct deposit starts, it will stay in effect until you change it. You must fill in a new Form RC366, *Direct Deposit Request for Businesses*, to change any of the following:

- the program accounts for which you want direct deposit;
- your financial institution number;
- the branch number of your financial institution; or
- · your bank account number.

If your financial institution tells us of a change in your financial institution number, branch number, or account number, we may redirect payments according to the information the institution gives us.