Direct Deposit Request for T3

Complete this request to:

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

Complete this request if:

- you are filing a T3 return for a resident trust and you would like any amounts payable to the trust by the Canada Revenue Agency (CRA) deposited to the trust's bank account.

  Note: if the trust is a non-resident trust or a trust that is deemed resident in Canada, direct deposit is not available at this time.

Send one completed T3-DD request, along with a "VOID" cheque, to the trust's tax centre. You can find the address on the next page of this request.

Part A – Identification

Name of trust		Trust account number T
Name of trustee, executor, liquidator, administrator or custodian		Telephone number
Mailing address of trustee, executor, liquidator, administrator or custodian		
City	Province or territory	Postal code

Part B – Direct deposit information

☐ Start direct deposit

☐ Change banking information

Complete the banking information area below (refer to the example on the next page), and **attach** a cheque with the banking information encoded on it and write "VOID" across the front :

350 •	351 •	352 •
Branch No. (5-digit number)	Institution No. (3-digit number)	Bank account number (maximum 12-digit number)

Part C – Certification

This form **must** be signed by a legal representative. By signing and dating this form, you certify that you are the legal representative and that the information given on this form is correct and complete. The legal representative signing this form authorizes the Canada Revenue Agency to deposit payments into the trust's bank account shown in Part B.

The legal representative signing this request is a:

☐ Trustee ☐ Executor ☐ Liquidator

☐ Administrator ☐ Custodian ☐ Other type of legal representative (specify) ____________

First name (print)	Last name (print)		Title
Signature ▶	Year Month Day	Telephone number	Extension

The CRA will not process this request unless it is **signed and dated** by the legal representative of the trust.
This request must be received by the CRA **within six months** of the date it is signed. If it is not received **within six months**, we will not process it.

Personal information is collected under the *Income Tax Act* to administer tax, benefits, and related programs. It may also be used for any purpose related to the administration or enforcement of the Act such as audit, compliance and the payment of debts owed to the Crown. It may be shared or verified with other federal, provincial/territorial government institutions to the extent authorized by law. Failure to provide this information may result in interest payable, penalties or other actions. Under the *Privacy Act*, individuals have the right to access their personal information and request correction if there are errors or omissions. Refer to Info Source **http://www.cra-arc.gc.ca/gncy/tp/nfsrc/nfsrc-eng.html**, personal information bank(s) CRA PPU 005, CRA PPU 015 and CRA PPU 020.

Clear Data Help

Instructions and Information

Part A – Identification

Enter the name of the trust. The name must be the same as the one we have on file. Enter the trust account number assigned to the trust. The trust account number is an identifier starting with the letter "T" followed by eight-digit number.

Part B – Direct deposit information

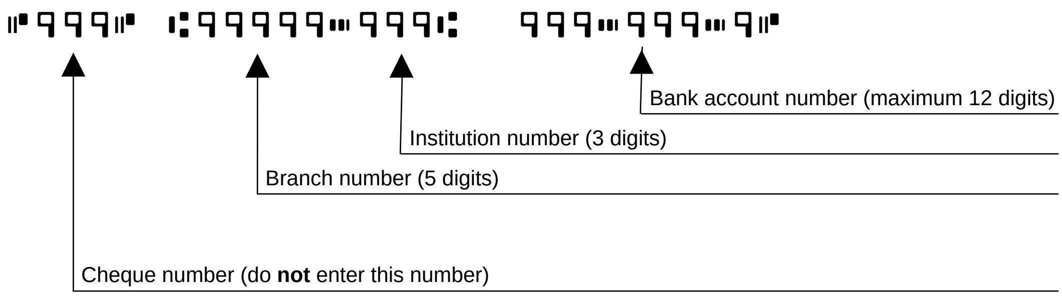
Follow these steps to have all refunds deposited directly into your bank account identified in Part B.

Notes

- The account you identify **must** be in the name of the trust 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.

Step 1: Tick the appropriate box to either **start** direct deposit or **amend** your banking information.

Step 2: Tell us where you want the refunds deposited directly. Enter the branch number in area 350, the institution number in area 351, **and** your complete bank account number (held in Canada) in area 352. You can find these numbers in your passbook, on your bank statement, on a personal deposit slip or cheque, or you can get them from your financial institution.



You **must** attach a blank cheque with the information encoded on it and write "VOID" across the front.

Part C – Certification

The legal representative (trustee, executor, liquidator, administrator, custodian) of the trust has to complete and sign this part in full, or we cannot process your request. The CRA will not process this request unless it is **signed and dated** by the legal representative. This request **must** be received by the CRA within six months of the date it is signed or we will not process it.

Once completed

Send one completed T3-DD request, along with a "VOID" cheque, to:

Ottawa Technology Centre
Canada Revenue Agency
2215 Gladwin Cresent
Ottawa ON K1B 4K9

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 complete a new T3-DD, *Direct Deposit Request for T3*, to change any of the following:

- 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.

To cancel direct deposit service, or if you need help to complete this request, contact us at **1-800-959-8281**.