



# Consider setting up **DIRECT DEPOSIT**

- ★ Get your payments sooner (one week sooner than cheques on average).
- ★ Avoid cheques getting lost or delayed in the mail.

All you need to do is return this sheet along with your signed Contracts and complete the following information:

**Applicant Name:** \_\_\_\_\_

**Artist/Company Name:** \_\_\_\_\_

Attach (staple or tape) a **VOID CHEQUE from your bank account** below. The cheque must show full account and bank tracking information, as well as the name of the account holder.

**IMPORTANT:** The name of the account holder on the cheque **MUST MATCH** the Applicant Name that you used to apply to FACTOR.

**NOTE:** Receiving your payment by Direct Deposit is not mandatory. If you are not set up for Direct Deposit you will receive your payment by cheque via regular mail. If you have previously set up Direct Deposit with FACTOR, you do not need to do it again unless there is a change in your banking information. If you have any questions, please contact the **Funded Projects Department**.