

Direct Deposit Request for T3

Use this form:

- If you file a T3 return for a resident trust and you want the Canada Revenue Agency (CRA) to deposit any refunds to the trust's bank account at a Canadian financial institution
- to change existing direct deposit information for the trust

Note

Direct deposit is not available for trusts that are non-resident or deemed resident in Canada.

Send your completed form and a "VOID" cheque to the address on page 2.

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

Select one box only

Start direct deposit

Change banking information

Attach a cheque with the trust's banking information encoded on it. Write "VOID" across the front. Fill in the banking information area below (refer to the example on the next page):

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

Part C – Certification

This form **must** be signed by a legal representative of the trust. By signing and dating this form, you certify that you are the legal representative of the trust and the information provided is correct and complete, and you authorize the CRA to deposit payments into the trust's bank account shown in Part B.

Select one box only

The legal representative signing this request is the:

Trustee
 Executor
 Liquidator
 Administrator
 Custodian
 Other type of legal representative (specify) _____

First name (print)	Last name (print)		
Signature ▶	Year 	Month Day 	Telephone number
The CRA will process this form only if the trust's legal representative has signed and dated it and we received it within six months of the date it is signed.			

Personal information (including the SIN) is collected for the purposes of the administration or enforcement of the Income Tax Act and related programs and activities including administering tax, benefits, audit, compliance, and collection. The information collected may be used or disclosed for purposes of other federal acts that provide for the imposition and collection of a tax or duty. It may also be disclosed to other federal, provincial, territorial or foreign 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, request correction, or file a complaint to the Privacy Commissioner of Canada regarding the handling of the individual's personal information. Refer to Personal Information Bank CRA PPU 015 on Info Source at canada.ca/cra-info-source

Instructions and Information

Part A – Identification

Enter the trust's name, which must be the same as the one we have on file.

Enter the trust account number assigned to the trust, which is an eight-digit number that start with the letter T.

Part B – Direct deposit information

Follow these steps to have all refunds deposited to the bank account identified in Part B.

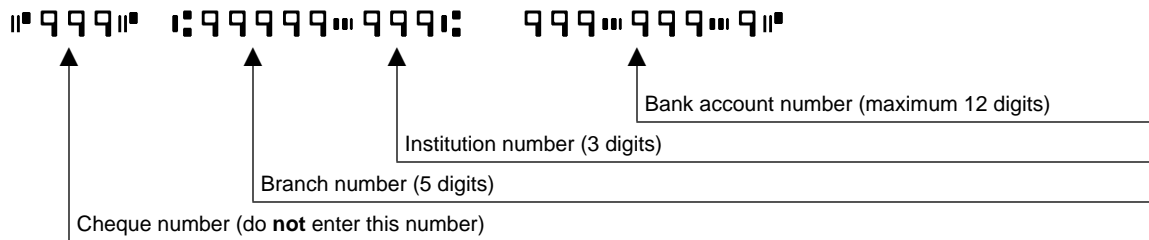
Notes

The bank account **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 shown in Part B, we will mail a cheque to the trust at the address we have on file.

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

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



Attach a blank cheque with the trust's banking 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 this part in full, or we cannot process the request. The CRA will not process this request unless it is **signed and dated** by the legal representative, and received within **six months** of the date it is signed. After the CRA receives your request, it can take approximately three months to make the first direct deposit payment.

Once completed

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

Sudbury Tax Centre
Post Office Box 20000, Station A
Sudbury ON P3A 5C1

Changing the banking information

After the request has been approved and direct deposit starts, it will stay in effect until changed by a legal representative. We will need to receive a new Form T3-DD, Direct Deposit Request for T3, to change any of the following:

- the financial institution number
- the branch number of the financial institution
- the bank account number

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

If you need help to complete this request, contact us at **1-800-959-8281**.