



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					
<input type="checkbox"/> Start direct deposit <input type="checkbox"/> 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 an authorized person. You are authorized to sign this form only if you are the trustee or custodian, or have been authorized by the trustee or custodian. By signing and dating this form, you certify that you are an authorized person and that the information given on this form is correct and complete. The person signing this form authorizes the Canada Revenue Agency to deposit payments into the trust's bank account shown in Part B.					
The person signing this request is an: <input type="checkbox"/> Trustee <input type="checkbox"/> Executor <input type="checkbox"/> Liquidator <input type="checkbox"/> Administrator <input type="checkbox"/> Custodian <input type="checkbox"/> Legal representative					
First name (print)		Last name (print)			Title
Signature				Year	Month
▶				Day	Telephone number
				_ _	_ _
The CRA will not process this request unless it is signed and dated by an authorized person 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.					

Privacy Act, personal information bank numbers CRA PPU 005 and CRA PPU 020 and CRA PPU 015

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

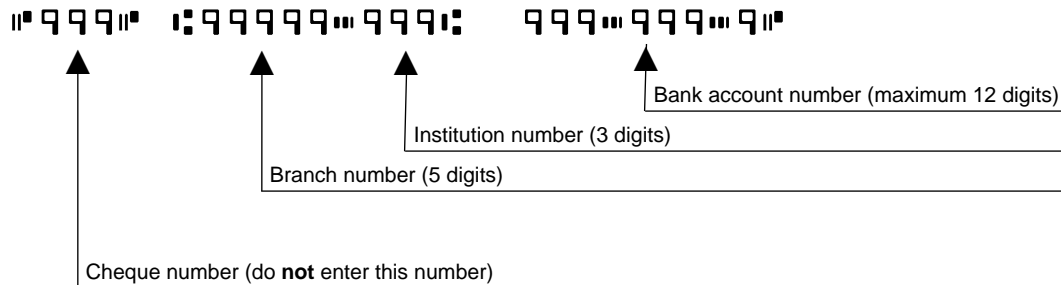
Follow these steps to have all refunds deposited directly into your bank account identified in Part B.

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, or 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 trustee, executor, liquidator, administrator, custodian, or the legal representative of the trust has to complete and sign this part in full, or we cannot process your request. Only an authorized person can sign this request. The CRA will not process this request unless it is **signed and dated** by an authorized person. 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
875 Heron Road
Ottawa ON K1A 1A2

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**.