



Toronto Alliance of Performing Arts (TAPA)

Direct Deposit Agreement Form

Authorization Agreement

I hereby authorize Toronto Alliance of Performing Arts (TAPA) to initiate automatic deposits to my account at the financial institution named below. I also authorize Toronto Alliance of Performing Arts (TAPA) to make withdrawals from this account in the event that a credit entry is made in error.

Further, I agree not to hold TAPA responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution or due to an error on the part of my financial institution in depositing funds to my account.

This agreement will remain in effect until TAPA receives a written notice of cancellation from me or my financial institution, or until I submit a new direct deposit form to TAPA.

Company Information

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Business Number (BIN) : \_\_\_\_\_

Contact Person: \_\_\_\_\_

Preferred Phone: \_\_\_\_\_

Preferred Contact Email: \_\_\_\_\_

Account Information

Name of Financial Institution: \_\_\_\_\_

Routing Number: \_\_\_\_\_

Account Number: \_\_\_\_\_

Signature

Authorized Officer (1) \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Officer (2) \_\_\_\_\_ Date: \_\_\_\_\_

\* A minimum of one Authorized Officer is required

Please attach a voided check or deposit slip and return this form to TAPA.

FORMS AND VOID CHEQUES CAN BE SIGNED, SCANNED AND EMAILED TO [bookkeeper@tapa.ca](mailto:bookkeeper@tapa.ca)

If you do not have cheques with the company name printed on them, you may alternatively provide a copy of the top portion of a bank statement with the company name and account number printed on it OR a signed letter from the bank that indicates the account number.

Telpay Incorporated and TAPA warrants that they will maintain the Member Company's information confidential and it's use will be exclusive to Telpay Inc. and TAPA. If you receive an unsolicited email requesting that you click a link, enter your personal information or password, it is NOT from Telpay. If you are ever unsure of the authenticity of any email, please report it to TAPA immediately.