

How to obtain Direct Deposit Authorization Form from online banking

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TD Canada Trust

To obtain your account information and download a pre-filled form for Direct Deposits (or Pre-Authorized Debits):

After you log in to Easy Web:

1. Select **Accounts** in the left menu
2. Select the account for which you require Direct Deposit information (or Pre-Authorized Debit Payments)
3. Once on the Account Activity page, select the "**Direct deposit form (PDF)**" link on the right side of the page
4. You will then get a **pop-up page (PDF)** pre-filled with your account's 5-digit **Transit (branch) number**, 3-digit **Institution number (004)** and your 7-digit **Account number**.
5. Use the account details provided in this PDF to set up Direct Deposits (or Pre-Authorized Debit Payments).

The PDF form also contains useful information about setting up direct deposit with the federal government and your employer.

Adobe Reader must be installed to view this document. [Download Adobe Reader](#). Safari users should also ensure that the pop-up blocker is disabled.

View the steps on the bank website: <https://www.td.com/ca/en/personal-banking/how-to/easy-web/set-up-direct-deposit/>

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RBC Royal Bank

To print your customized form, you will need to:

1. Sign in to RBC Online Banking
2. Click on any of your accounts.
3. Select "View and Print Payroll Direct Deposit" from the right navigation.
4. Select the account you want to deposit your payroll to from the dropdown, then click on "View and Print" and your customized form will be presented to you.
5. Simply print, sign and submit a copy to your employer's payroll department and your part is complete!

View the steps on the bank website:

<http://www.rbcroyalbank.com/products/deposits/payroll-direct-deposit-form-popup.html>

Scotiabank

Web

To view or print a direct deposit payroll form:

1. From your Accounts page, select your chequing account
2. Select Direct Deposits & Payments
3. Go to Direct Deposit / Payroll Form and select View/Print

App

To view or print a direct deposit payroll form:

1. From the app's Home screen, tap your chequing account
2. Tap Account info
3. Go to Direct deposit/void cheque info and tap View details
4. Tap Direct deposit/payroll form

View the steps on the bank website: [Where can I get a direct deposit form?](#)

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CIBC

There are two ways to access the form:

Use the form on CIBC.com

1. Download the **Payroll, Direct Deposit, or Pre-Authorized Payment Form** (PDF, 510 KB) Opens a new window in your browser..
2. Fill out each field by typing in the requested information.
3. Save the form onto your computer. You will need to print a copy in order to sign the “Customer Signature” space.
4. Submit the form to the company depositing the payment into your account or to the billing company. If you are sending the form by email, remember to scan your signed copy so that the electronic version contains your signature.

Use the form on CIBC Online Banking

1. Sign into CIBC Online Banking and select “My Accounts” from the menu.
2. Select the account you want to link.
3. Select the “Void Cheque / Direct Deposit Info” link in the account details.
4. Review the Account Information form with your account information including transit number, institution number, and account number.
5. Print the form, add your signature and date, and submit to the company who requested the information.

View the steps on the bank website: <https://www.cibc.com/en/personal-banking/ways-to-bank/how-to/void-cheque.html>

BMO Bank of Montreal

You can download a digital PDF copy of your void cheque by doing the following:

1. Click on My Accounts.
2. Select your bank account.
3. Click on Void Cheque.

View the steps on the bank website: [How do I get a void cheque for a preauthorized deposit?](#)

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Simplii Financial

To access a void cheque, sign on to Online Banking and navigate to either the "Account Details" or "Order Cheques" pages. From there, you will see an option that says "Get Void Cheque/Direct Deposit Info". Click the link, ensure the information is correct, and then select Print.

View the steps on the bank website: [How do I access a Void Cheque?](#)