



Direct Deposit Request for T3

Complete this request to:

- have your refunds deposited directly into your bank account at a Canadian financial institution
- 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 the T3-DD request, along with a "VOID" cheque, to 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						
Select one box only <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 trust's banking information encoded on it. Write "VOID" across the front:						
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">350 • </td> <td style="width: 25%;">351 • </td> <td style="width: 50%;">352 • </td> </tr> <tr> <td style="text-align: center;">Branch No. (5-digit number)</td> <td style="text-align: center;">Institution No. (3-digit number)</td> <td style="text-align: center;">Bank account number (maximum 12-digits number)</td> </tr> </table>	350 •	351 •	352 •	Branch No. (5-digit number)	Institution No. (3-digit number)	Bank account number (maximum 12-digits number)
350 •	351 •	352 •				
Branch No. (5-digit number)	Institution No. (3-digit number)	Bank account number (maximum 12-digits number)				

Part C – Certification											
This form must be signed by a legal representative. By signing and dating this form, you certify that you are the legal representative and that the information given on this form is correct and complete. The legal representative signing this form authorizes the CRA to deposit payments into the trust's bank account shown in Part B.											
The legal representative signing this request is a:											
<input type="checkbox"/> Trustee <input type="checkbox"/> Executor <input type="checkbox"/> Liquidator <input type="checkbox"/> Administrator <input type="checkbox"/> Custodian <input type="checkbox"/> Other type of legal representative (specify) _____											
First name (print)	Last name (print)										
Signature ▶	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Year</td> <td style="width: 10%;">Month</td> <td style="width: 10%;">Day</td> <td style="width: 25%;">Telephone number</td> <td style="width: 30%;">Extension</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>	Year	Month	Day	Telephone number	Extension					
Year	Month	Day	Telephone number	Extension							

The CRA will not process this request unless it is **signed and dated** by the legal representative 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.

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 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 an eight-digit number.

Part B – Direct deposit information

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

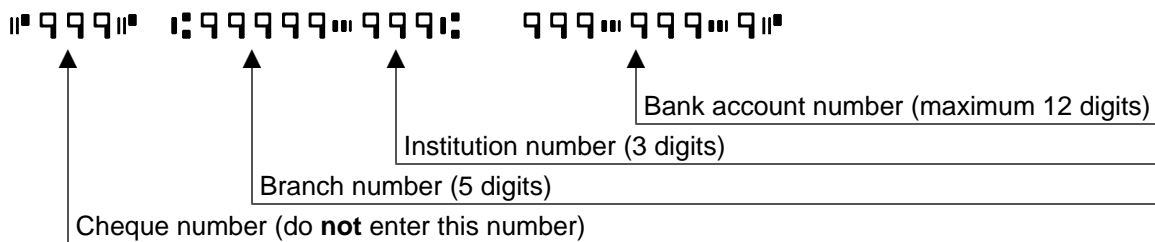
Notes

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** the 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** the complete bank account number (held in Canada) in area 352. You can find these numbers in the passbook, on the bank statement, on a personal deposit slip or cheque, or you can get them from the financial institution.



You **must** 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 and sign this part in full, or we cannot process your request. The CRA will not process this request unless it is **signed and dated** by the legal representative. This request **must** be received by the CRA within **six months** of the date it is signed or we will not process it. The first direct deposit may take approximately three months after receipt of your enrolment form.

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 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:

- 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 financial institution number, branch number, or account number, we may redirect payments according to the information the institution gives us.

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