



To all organizations receiving funding from the Conseil des arts de Montréal:

All payments from the Conseil des arts de Montréal are made by **direct deposit**. To sign up with us for this method of payment, please forward the following documents to one of the addresses below:

1. **A blank cheque for your account with “VOID” written on it:**
  - Jpeg and PDF formats accepted if submitting request via email.
2. **A direct deposit enrolment request with the following information:**
  - 2.1 **Letterhead**
    - official letterhead of the organization, if available
    - the organization’s name, address and telephone number
    - the City of Montreal supplier number (if known)
  - 2.2 **Financial institution**
    - Name and number of financial institution
    - Name of account holder, branch address and number (transit number)
    - Account number
  - 2.3 **Email address**
    - Email address for notification of payment. Two email addresses may be provided.
  - 2.4 **Contact**
    - Name and contact details of an authorized representative of the organization.
  - 2.5 **Signature**
    - Name, title, telephone number and signature of an authorized representative of the organization.

***Direct deposits can be made only to a Canadian financial institution in Canadian dollars.***

For more information or to register for direct deposit, please send your request to:

1. by email: [comptesapayer@ville.montreal.qc.ca](mailto:comptesapayer@ville.montreal.qc.ca)
2. by mail: **Service des finances**  
Division Gestion des Paiements  
C.P. 4500, succ. B  
Montréal, Québec  
H3B 4B5

