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Canada Revenue Agency / Agence du revenu du Canada

Protected B when completed

Direct Deposit Request for Businesses

A business owner can manage direct deposit information through My Business Account at **canada.ca/my-cra-business-account**.

You can use this form for 1 of the following reasons:

- **start** to have your refunds and rebates deposited directly into your bank account at a Canadian financial institution. You must have a business number and at least one of the program accounts listed on the back of this form. You may attach this form to your refund or rebate application
- **change** the direct deposit information that you have already given us. Fill in the old banking information below the new banking information

Once filled in, send this form to your tax centre. For more information, go to **canada.ca/tax-centres** or **canada.ca/cra-direct-deposit**.

Part A – Business information

Name of business

Business number

Part B – Direct deposit routing information – Fill in either option 1 **or** option 2, **not** both.

Option 1. All amounts from all program accounts into one bank account. Fill in this option if you want the direct deposit of **all** refunds and rebates from **all** program accounts, including the primary account and all division or branch accounts, to be deposited in **one** bank account.

Tick one box only: ☐ Start **or** ☐ Change

Complete the banking information area below.

New Branch No. | New Institution No. | New Bank account No.

If you ticked **change**, enter the old banking information that exactly matches CRA records: Old Branch No. | Old Institution No. | Old Bank account No.

OR

Option 2. Amounts from specific program accounts into specific bank accounts.
Fill in this option to have refunds or rebates for one or more specific program accounts deposited into a specific bank account.

GST/HST program account (RT)

R T

☐ More **RT** accounts below or attached. ☐ Start **or** ☐ Change

New Branch No. | New Institution No. | New Bank account No.

If you ticked **change**, enter the old banking information that exactly matches CRA records: Old Branch No. | Old Institution No. | Old Bank account No.

Other program accounts

For other program accounts, write the two letters and last four digits of the program account in the spaces provided. For more information on which program accounts you can enter, read the **information and instructions** on page 2.

Two letters and four digits

☐ More accounts below or attached. ☐ Start **or** ☐ Change

New Branch No. | New Institution No. | New Bank account No.

If you ticked **change**, enter the old banking information that exactly matches CRA records: Old Branch No. | Old Institution No. | Old Bank account No.

Two letters and four digits

☐ More accounts attached. ☐ Start **or** ☐ Change

New Branch No. | New Institution No. | New Bank account No.

If you ticked **change**, enter the old banking information that exactly matches CRA records: Old Branch No. | Old Institution No. | Old Bank account No.

Part C – Certification

You **must sign and date** this form. The CRA **must** receive this form **within six months** of the date it was signed or it will not be processed. This form **must only** be signed by an individual with **proper authority** for the business (see the choices below). An **authorized representative cannot** sign this form **unless** they have **delegated authority**. If the name of the individual signing this form does not **exactly match** CRA records, this form will not be processed. Forms that cannot be processed, for any reason, will be returned to the business. To avoid processing delays and **before** you sign this form, you **must** make sure that the CRA has complete and valid information on file for your business. We may contact you to confirm the information you have given.

By **signing and dating** this form, you authorize the CRA to deposit payments directly into the accounts shown in Part B.

The individual signing this form is (tick only 1 box):

☐ an owner ☐ a partner of a partnership ☐ a corporate director ☐ a corporate officer

☐ an officer of a non-profit organization ☐ a trustee of a trust ☐ an individual with delegated authority

First name: ______ Last name: ______

Title: ______ Telephone number: ______

I certify that the information given on this form is correct and complete.

Signature: ▶ ______ Date (YYYYMMDD):

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Information and instructions

Refunds and rebates

Only refunds and rebates for the program accounts identified in Part B will be deposited directly into the **bank accounts** associated with them.
This form only supports direct deposit from the following program accounts:

- CT carbon charge
- RC corporation income tax
- RD excise duty
- RE excise tax
- RG air travellers security charge
- RN insurance premium tax
- RP payroll deductions
- RT goods and services tax/harmonized sales tax (GST/HST)
- RZ information returns (except T5013 partnership)
- SL softwood lumber products export charge

Part A – Business information

Write the name of the business. The name must be the same as the one we have on file. Write the nine-digit business number (BN) assigned to the business. If you do **not** have a business number, attach this completed form to your refund or rebate application.

Part B – Direct deposit routing information

Follow these steps to have all refunds or rebates deposited directly into your accounts identified in Part B.

Notes

- The account or accounts you identify **must** be in the name of the business 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.
- We will continue to send you refunds and rebates by cheque until we process your form.
- For more information, go to **canada.ca/cra-direct-deposit** or call **1-800-959-5525**.

Step 1: Choose **one** of the following two options:

Option 1. All amounts from all program accounts into one bank account.
Fill in this option to have **all** refunds and rebates from **all** program accounts, including the primary account and all division or branch accounts, deposited directly into **one** bank account. You must then complete steps 3 **and** 4.

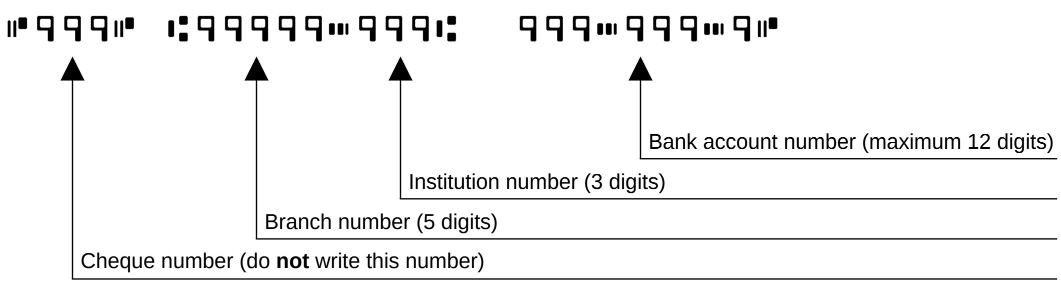
Option 2. Amounts from specific program accounts into specific bank accounts.
Fill in this option to have refunds or rebates for one or more specific program accounts deposited into a specific bank account. Write the last four digits, or write two letters and the last four digits of the program account in the spaces provided as the case may be.
You must then complete steps 2, 3, **and** 4.

Step 2: If there is not enough space on this form to add all the program accounts and bank accounts, tick the appropriate box, then complete and attach another Form RC366 to your application.

Example
If you have four RP program accounts, enter the first RP account in the space provided for RP accounts and tick the box "More RP accounts below or attached". Write the second and third program accounts in the spaces provided under "Other program accounts**"** and tick the box "More accounts below or attached". Fill out another Form RC366 for the fourth RP program account and attach the two forms to your application.

Step 3: Tick the appropriate box to either **start** direct deposit **or change** your direct deposit information.

Step 4: To **start** or **change** direct deposit, fill in where you want the refunds or rebates deposited. To **change** direct deposit, fill in your old banking information that exactly matches CRA records below the new banking information. Write the branch number, the institution number, and your complete bank account number. 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.



Otherwise, you can attach a blank cheque with the information encoded on it and write "VOID" across the front.

Part C – Certification

You **must sign and date** this form. The CRA **must** receive this form **within six months** of the date it was signed or it will **not** be processed. This form **must only** be signed by an individual with **proper authority** for the business. For more information, read Part C on page 1.

Once completed

Send this completed form to your tax centre. For more information on tax centres, go to **canada.ca/tax-centres** or **canada.ca/cra-direct-deposit**.
After your request has been processed you can view your direct deposit information and online transactions at **canada.ca/my-cra-business-account**.

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 fill in a new Form RC366, Direct Deposit Request for Businesses, to change any of the following:

- the program accounts for which you want direct deposit
- your financial institution number
- the branch number of your financial institution
- 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.