

## Business Onboarding Form – Incorporated Contractor

| Business Information (Consultant to fill)  |                         |                   |                              |        |
|--|-------------------------|-------------------|------------------------------|--------|
| Legal Name of Business:  |                         |                   |                              |        |
| Business Address:  |                         |                   |                              |        |
| City, Province:  |                         |                   | Postal Code:                 |        |
| GST / HST Number:  |                         |                   | QST Number:                  |        |
| Contact Information (Consultant to fill)   |                         |                   |                              |        |
| Full Legal Name:   |                         |                   | Preferred Name (Nickname):   |        |
| Home Phone:  |                         | Cell Phone:       |                              | Email: |
| I certify that the individual assigned to this contract is legally entitled to work in Canada by providing one of the following forms of identification:   |                         |                   |                              |        |
| Passport   | Permanent Resident Card | Birth certificate | Copy of SIN Card or Letter   |        |
| I certify that the individual assigned to this contract is not subject to any restrictions under the Federal Government of Canada's temporary worker program   |                         |                   |                              |        |
| Emergency Contact Name:  |                         |                   | Relationship:                |        |
| Emergency Contact Email:   |                         |                   | Emergency Contact Phone:     |        |
| Document Checklist – Please ensure all items are attached  |                         |                   |                              |        |
| Business Onboarding  |                         |                   | Client-Specific Requirements |        |
| <ul style="list-style-type: none"> <li>– Articles of Incorporation (listing you as the Director) or Proof of Partnership (identifying the partners)</li> <li>– GST/HST/QST documentation/number</li> <li>– Direct deposit set up (please provide both items 1 &amp; 2 noted below)</li> <li>1) Completed Procom EFT Enrollment form <u>and</u></li> <li>2) One of the following types of banking documentation                             <ul style="list-style-type: none"> <li>a) <u>Void</u> cheque imprinted with full company name, or</li> <li>b) Bank statement showing full company name and account details, or</li> <li>c) Direct deposit form provided by the bank showing full company name, account number, and stamped by the bank</li> </ul> </li> </ul> |                         |                   |                              |        |
| If you have any Questions or Concerns please contact:  |                         |                   |                              |        |
| Office Branch:   |                         | Program Email:    |                              |        |
| Tel:   | Ext.                    | Toll-Free Tel:    | Ext.                         | Fax:   |

This form is available to fill out online. If you experience any difficulties you may need to update your Acrobat Reader. If you continue to experience problems, you can also print the form, fill it out manually, and send a scanned copy.

## Electronic Funds Transfer (EFT) Enrollment Form

To: Procom Consultants Group Ltd  
Accounts Payable  
2200 Yonge St. Suite 700  
Toronto, ON M4S 2C6

(Fill in Corporation Name/Payee Name and Address)

From:

Re: Payments via EFT

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Procom is pleased to be able to offer payment via electronic funds transfer. In order to receive payment via EFT, you must have a bank account at a Canadian financial institution, receive payment in Canadian currency and have a valid email for receipt of confirmation of payment and corresponding details. Please note the first Direct Deposit is not guaranteed and may take up to the second payment before you receive both your deposits.

**Please complete the banking information on the form below to enroll today.**

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In addition to this form, we also require one of the following supporting forms of banking relationship documentation;

- a) Void cheque imprinted with name, or
- b) Bank statement showing full name and account details, or
- c) Direct deposit form provided by the bank

**We authorize the payment of our invoices via EFT to the following account:**

Bank Name & Address:

Institution Number:

Transit/Branch Number:

Account Number:

Account Holder Name:

Account Holder Email:

Date:

By checking this box you are declaring that the information you have provided in this form is accurate and consent to its use for EFT payment set-up. You agree that checking this box represents your signature.

## Bank Account Documentation Requirements

In addition to a completed copy of Procom's EFT Enrollment form, Procom requires at least one form of additional documentation confirming your banking relationship.

### Acceptable Documentation for EFT Enrollment

#### A. Printed Void Cheque

Procom will accept a printed void cheque. The Account Holder's name must match the legal business name on the related contract and must be imprinted on the cheque.

Cheques where the account holder information has been written in by hand will not be accepted.

**Example / Exemple**

Name / Nom  
P.O. Box / C.P. 000  
City / Ville, Canada H0H 0H0

Cheque No. 0000000  
N° de chèque

Pay to the order of  
Payez à l'ordre de

\$ \_\_\_\_\_  
Dollars

Signature

1) Cheque number – not required  
2) Branch number – 5 digits  
3) Institution number – 3 digits  
4) Account number – as shown on your cheque

#### B. Bank Account Statement showing your Account Number & an Account holder name that corresponds to the supplier Business Name.

#### C. Direct Deposit Enrollment Form issued by your Financial Institution

Procom will also accept a Direct Deposit Enrollment form that has been issued by your Bank or Financial Institution. These forms can be obtained upon request via a visit to your local bank branch.

To be accepted, the enrollment form must include all of the points below:

- Must include the account number and name of the registered account holder
- Must be a printed form, and not have any of the account information in handwritten form.
- Must include a Financial Institution Stamp.

**TD Canada Trust**  
Info Sheet  
How to Set up Direct Deposits or Pre-Authorized Debits

Customer Name  
Transact No.  
Inst. No.  
Account No.

You can find your branch address information on your cheques or by using our branch locator tool:  
[www.tdcanadatrust.com/locator](http://www.tdcanadatrust.com/locator)

**Direct Deposit:**  
Direct Deposit is the most convenient way to receive recurring deposits (i.e. pay, pension, government payments, salary, interest, etc.) with immediate access to funds. There are no holds on your funds or a need for special trips to your local branch or ATM to deposit your cheques.

**To set up a Direct Deposit with the federal government:**

- Visit [www.directdeposit.gc.ca](http://www.directdeposit.gc.ca) for a Government of Canada Direct Deposit enrollment form and use your account information from your PAD when completing the form.
- If you do not have a cheque to have your account information verified, you must stamp the form with your signature.
- Check completion instructions for more details.

**To set up a Direct Deposit with your employer:**

- Provide your account information from the fields above to the payroll department of your employer or company pension provider.

**Pre-Authorized Debit (PAD)**  
A Pre-Authorized Debit (PAD) is an automatic withdrawal taken directly from your TD Canada Trust account by a company or financial institution that you have authorized to do so. PAD is a great way for you to save time with bill payments (i.e. utilities, credit cards) you pay by mail, at the ATM, in branch or by phone, and may help you avoid late fees.

**To set up a PAD:**

- Call or visit the website of the company you wish to set up a Pre-Authorized Debit (PAD) with to obtain a PAD Agreement and use your account information noted from the fields above when completing the Agreement.
- If the company allows for online form submission on its website, you will need to first register for its website and should follow the instructions provided.

**Note:** If your billing company accepts Visa Debit in Canada (or Visa internationally) and you have the enhanced TD Access Card, setting up a PAD will be easier than ever! Simply provide them with the card's 16 digit number in place of the account information noted above.