

*Instructions for completing the form can be found on the next page.*

## 1 - Recipient

Recipient name  Telephone

Recipient signature  Request date (year-month-day)

Email address to receive the deposit statements

Address

City  Province  Postal code

Reason of request:

Enrolment

Modification

Deactivation

## 2 - Financial institution (cheque specimen or bank confirmation required)

Financial institution name  Financial institution number

Branch name  Branch number

Address  Postal code

City  Province  Bank account number

### Reserved for official use (financial resources)

#### 3 - Account staff identification and bank account name

Family name  First name  Telephone

Other information  Administrative unit

Name of the bank account created (composed of the supplier and bank account numbers, e.g. 123456-7890-123)

## Form completion instructions

This form is used to submit the information required to create, modify or deactivate the direct deposit account for an airline ticket refund recipient under the Regional Air Access Program.

You must:

- complete all fields in sections 1 and 2 of the form;
- sign the form;
- email the completed form and a cheque specimen at [DAIE-Individuentreprise@transports.gouv.qc.ca](mailto:DAIE-Individuentreprise@transports.gouv.qc.ca).

### Section 1 — Recipient

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This section provides the information required to identify the request's recipient.

### Section 2 — Financial Institution (cheque specimen required)

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This section provides the information required to identify the financial institution managing the bank account used for direct deposit.

The information provided in this section will be validated with the cheque specimen or official bank confirmation documentation.

In case of changes to the financial institution or branch information (either for the creation or the modification of an account), please email the request at [DAIE-Individuentreprise@transports.gouv.qc.ca](mailto:DAIE-Individuentreprise@transports.gouv.qc.ca).

### Section 3 — Bank details and account staff identification

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This section provides the information required to identify the staff member in charge of creating the bank account, as well as the name of the bank account that was created.

This section must be completed by the staff member who, after creating the bank account, will email a copy of the form to Soutien RF-RM in order to link the bank account to the recipient ([soutien.rfm@mtq.gouv.qc.ca](mailto:soutien.rfm@mtq.gouv.qc.ca)).