



# SCOUTS CANADA

## GROUP FINANCIAL INFORMATION REQUEST FORM

Please fill out the below information and return the completed form along with a void cheque (which can also be scanned) to Tania Burns at [tania.burns@scouts.ca](mailto:tania.burns@scouts.ca) or via fax to 613-224-3571. Forms can also be dropped off or mailed to:

Attn: Tania Burns  
Scouts Canada National Service Centre  
1345 Baseline Road  
Ottawa, ON K2C 0A7

**Please submit the form and void cheque.**

### GROUP INFORMATION

Group Name: \_\_\_\_\_ Council: \_\_\_\_\_

Please provide the contact information for the person who manages the Group's bank account.

Group Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ Apt/Unit: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Email: \_\_\_\_\_

### BANK INFORMATION FOR DIRECT DEPOSIT

Name of Account Holder (As it appears on the bank statement/cheques): \_\_\_\_\_

Bank Name: \_\_\_\_\_ Branch Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Transit #: \_\_\_\_\_ Institution #: \_\_\_\_\_ Account #: \_\_\_\_\_

*Please also provide a copy of a void cheque with this form.*

X

\_\_\_\_\_  
Signature of Signing Officer No. 1

\_\_\_\_\_  
Please Print Name

\_\_\_\_\_  
Date

X

\_\_\_\_\_  
Signature of Signing Officer No. 2

\_\_\_\_\_  
Please Print Name

\_\_\_\_\_  
Date

As per our current policy it is mandatory that this form is signed by both Signing Officers