

Access Copyright offers the speed and convenience of royalty payments to copyright owners through direct deposit. Payments are quickly and securely deposited into your organization's bank account, and are available for use right away.

If you would like to sign up your organization for direct deposit, please fill out the enclosed form and return it to us along with a **void corporate cheque**.

Please note that any banking details collected by Access Copyright from copyright owners will be treated in strict confidence in accordance with our privacy policy and that only those involved in the processing of direct deposit payments will have access to this information. To view our privacy policy, please visit <http://www.accesscopyright.ca/privacy>.

If you have any questions that are not addressed by the enclosed frequently asked questions document, please do not hesitate to contact our Accounting department at 416-868-1620 (toll-free 1-800-893-5777).

Sincerely,



Silvia Grunberg
Manager, Licensing and Distribution

Direct Deposit Enrolment Form for Publisher Affiliates

To ensure the accuracy of your account information and to authorize Access Copyright to begin making direct deposit payments to your bank account of choice, please attach a void cheque to this form and complete the following information:

Organization Information:

Organization: _____

Authorized Contact: _____

Title: *(must be signee below)* _____

Address: _____

City: _____

Province: _____

Postal Code: _____

Phone: _____

Email Address: _____

Name of Financial Institution: _____

Address of Financial Institution: _____

Account Information:

Please ensure you only provide information for a Canadian dollar account at Canadian Institutions.

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Transit Number
(usually 5 digits)

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Bank Number
(usually 4 digits)

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Account Number
(usually 7 digits)

Name: _____ Title: _____

Signature: _____ Date: _____

Please send your completed form and void cheque to Access Copyright by mail to:
One Yonge Street, Suite 800, Toronto, Ontario M5E 1E5, Attention: Accounting.

Please make a copy of this form for your records.

Sign Up Today for Direct Deposit and Save a Tree!

Direct Deposit of your royalty payments offers many benefits:

Convenience. Your banking can be hassle-free. No more having to go to the bank and make a deposit. You don't have to worry about lost, stolen or misplaced cheques.

Fast. Your money is electronically transferred into your account on time and is available to use instantly once the transfer is complete.

Secure. Direct Deposit is more confidential than paper cheques because fewer people are involved in the process.

Cost Savings. Access Copyright saves money by printing and mailing fewer cheques. Savings that are then passed on to you.

Access Copyright's goal is to make all payments by direct deposit by 2012.

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Direct Deposit

Frequently Asked Questions

What is direct deposit?

Direct deposit is a widely used system that automatically deposits money, such as copyright royalties, into an organization's bank account.

What are the benefits of direct deposit?

There are several benefits of direct deposit, including:

- **Reliability:** Direct deposit ensures that payments are available to be used right away.
- **Security:** Direct deposit eliminates any risk that your organization's royalty payments will be lost or stolen (e.g. your cheque has been sent to an old address and someone else cashes it). As well, there are multiple levels of file security in place when payments are sent electronically.
- **Environmental friendliness:** Direct deposits cut down on the use of paper and the amount of mail sent out across the country.

How can my organization apply for direct deposit?

In order to enrol your organization in this program, please fill out a direct deposit enrolment form and return it to us by mail, with a void corporate cheque, to One Yonge Street, Suite 800, Toronto, Ontario, M5E 1E5, Attention: Accounting.

The void corporate cheque must have the word "VOID" written across it and must include your organization's name and address. Please do not sign the cheque.

Our enrolment form can be downloaded from our website at www.accesscopyright.ca/media/10861/direct_deposit_enrolment_form.pdf.

Direct deposit is currently only available to affiliates with Canadian accounts.



Does my organization need to have a chequing account to use direct deposit?

No, your organization's royalties can be deposited into any Canadian account specified.

If my organization decides to use direct deposit for our Access Copyright royalties, will we receive notification when a payment is made to our bank account?

Yes, Access Copyright will provide notification through mail when royalties have been deposited into your organization's bank account via direct deposit.

If your organization wants further information or a confirmation of a deposit from your organization's financial institution, you may call them or go online, as you would for any banking transaction.

When can my organization withdraw money from payments deposited to our account using direct deposit?

Your organization's money should be available to use once your bank or financial institution opens for business on the day your organization's royalties are deposited.

What should I do if our organization has a problem with direct deposit?

While problems with direct deposit are rare, if your organization does have a problem, please don't hesitate to contact our Accounting department at 416-868-1620 (toll-free 1-800-893-5777) and we will work to solve the problem as quickly as possible.

What if I need to change my organization's bank information or cancel the direct deposit service?

You can change your organization's direct deposit details or cancel the service by contacting our Accounting department by telephone at 416-868-1620 (toll-free 1-800-893-5777).

What if my organization's contact information has changed?

If your organization moves or if any of its contact details change, please contact Affiliate Services by email at affiliates@accesscopyright.ca as soon as possible.