

INSTRUCTIONS

1. Select the type of authorization and complete all requested information below.
2. Attach/scan a void cheque displaying your name or an original signed letter from your financial institution.
3. Enter the e-mail address where you wish to receive remittance notification.
Note: It is advisable to use a secured generic e-mail address that will not be affected by a change in staff at your organization.
4. Send the **signed** completed application to the Ottawa Community Foundation, 301-75 Albert St, Ottawa, ON K1P 5E7 or by e-mail to: finance@ocf-fco.ca
Void cheque or bank letter is required for all banking and remittance e-mail changes.

TYPE OF AUTHORIZATION (check only one)

New Banking / E-mail information

Change Banking / E-mail information

DONEE INFORMATION

Organization Name and Address: _____

Organization E-mail Address: _____

FINANCIAL INSTITUTION INFORMATION

Name of Financial Institution

Branch No.

Institution No.

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Account No.

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ATTACHED VOID CHEQUE OR BANK LETTER

AUTHORIZATION

Name	Job Title	
Signature	Phone No.	Date (dd-mm-yy)