

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

To sign up for this service, please fill out the enclosed form and return it to us along with a **void 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 Creator 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:

Personal Information:

Name: _____
Organization (if applicable): _____
Address: _____
City: _____
Province: _____
Postal Code: _____
Phone Number: _____
Email Address: _____
Name of Financial Institution: _____
Address of Financial Institution: _____

Account Information:

The following numbers appear in order at the bottom of your cheque. Please ensure you only provide information for a Canadian dollar account at Canadian Institutions.

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Transit Number
(usually 5 digits)

--	--	--	--

Bank Number
(usually 4 digits)

--	--	--	--	--	--	--

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, ON 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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<http://www.accesscopyright.ca/privacy>.



Direct Deposit

Frequently Asked Questions

What is direct deposit?

Direct deposit is a widely used system that automatically deposits your money, such as employment income or copyright royalties, into your 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 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 do I apply for direct deposit?

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

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

Our enrolment form can be downloaded from our website at www.accesscopyright.ca/media/10858/direct_deposit_enrolment_form.pdf.

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



Do I need to have a chequing account to use direct deposit?

No, your royalties can be deposited into any Canadian account you specify.

If I decide to use direct deposit for my Access Copyright royalties, will I receive notification when a payment is made to my bank account?

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

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

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

Your money should be available to you once your bank or financial institution opens for business on the day your royalties are deposited into your account.

What should I do if I have a problem with direct deposit?

While problems with direct deposit are rare, if you do 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 bank information or cancel the direct deposit service?

You can change your 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 contact information has changed?

If you move or any of your contact details have changed, please contact Affiliate Services by email at affiliates@accesscopyright.ca as soon as possible.