



London **Arts** Council

\*Not all banking institutions are listed



After you log in to EasyWeb: <https://easyweb.td.com>

1. Select **Accounts** in the left menu
2. Select the account for which you require Direct Deposit information (or Pre-Authorized Debit Payments)
3. Once on the Account Activity page, select the "**Direct deposit form (PDF)**" link on the right side of the page
4. You will then get a **pop-up page (PDF)** pre-filled with your account's 5-digit **Transit (branch) number**, 3-digit **Institution number (004)** and your 7-digit **Account number**.
5. Use the account details provided in this PDF to set up Direct Deposits (or Pre-Authorized Debit Payments).

Adobe Reader must be installed to view this document. [Download Adobe Reader](#). Safari users should also ensure that the pop-up blocker is disabled.

>> Get a [Direct Deposit form \(PDF\) / Void Cheque](#) now in EasyWeb.



After you log in to CIBC Online Banking: <https://www.cibconline.cibc.com>

1. Sign into CIBC Online Banking and select "My Accounts" from the menu.
2. Select the account you want to link.
3. Select the "Void Cheque / Direct Deposit Info" link in the account details.
4. Review the Account Information form with your account information including transit number, institution number, and account number.
5. Print the form, add your signature and date, and submit to the company who requested the information.



To print your customized form you will need to:

1. [Sign In to Online Banking](#)
2. Click on any of your accounts.
3. Select "View and Print Payroll Direct Deposit" from the right navigation.
4. Select the account you want to deposit your payroll to from the dropdown, then click on "View and Print" and your customized form will be presented to you.
5. Simply print, sign and submit a copy to your employer's payroll department and your part is complete!

[Sign In to Online Banking Now](#) >



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