

Municipal Finance Authority of British Columbia

Banking Details - General Instructions

- * All transactions for MFA's programs will use the bank account you indicate
- * Should you need to use different accounts for different MFA programs, please provide a copy of this document for each bank account and clearly indicate which program(s) it is to be used for
- * Provide a photocopy of a void cheque for each bank account
- * Changes in Bank Account information **MUST** be authorized by the Chief Financial Officer and one other authorized signer regardless of whether you normally require two signers for each transaction or not

Sample Cheque:

Your Name	00408		
555 Main Street	_____, 2011		
Victoria, BC V1A 2B3			
Pay to the Order of _____	\$ _____		
_____/100 DOLLARS			
YOUR BANK			
111 Main Street, Victoria, BC V1A 2B3			
408	12340	001	5678910

cheque number

branch/transit
number

Institution/
Bank code

Account
number

Common Institution Codes:

Bank of Montreal (BMO)	001
Bank of Nova Scotia/Scotiabank (BNS)	002
Royal Bank of Canada (RBC)	003
Toronto Dominion Bank of Canada (TD)	004
Canadian Imperial Bank of Commerce (CIBC)	010
Hong Kong & Shanghai Banking Corp (HSBC)	016
All BC Credit Unions	809

Organization Legal Name:

Effective Date:

Bank Name:
Branch Address:

Institution #: (3 digits - see reference list below)

Branch/Transit #: (5 digits-must end in zero if branch located in BC)

Account #: (min 7 digits - max 15 digits)

Authorization:

(1)
Print Full Name

Print Title

Signature

(2)
Print Full Name

Print Title

Signature