



Direction for Payment

Property Address:

Street # & Unit # Street Name City Province Postal Code

Please provide the following information for direction for payment including payment due to:

- Excess funds (deposit less commission & HST fees)
- Return of deposit (termination of agreement)
- Out of province referrals
- Client rebates

Note: some payments can take several days to process (deposit paid by personal cheque, large amounts, system limits, peak periods, delivery to another location, etc.)

How will the excess funds be delivered?

If by Cheque, Payable to:

Name of Person(s) that this cheque will be made payable to?

Please Choose ONLY ONE option below:

Printed cheque to be picked up at Carling Office (most efficient & fastest method)

Contact phone and email to advise when ready:

Enter the Contact phone no. & email we should use to advise when cheque is ready

Printed cheque by regular mail. (If Registered Mail or ExpressPost are requested, fees apply - see note below**)**

Provide name, email and address:

Name Email

St. # & Unit # if applicable Street Name City Province Postal Code

Printed cheque sent by local courier (Courier Fees Apply)**

Provide name, email and address:

Name Email

St. # & Unit # if applicable Street Name City Province Postal Code

For e-mail transfer **Special Conditions Apply**

Name & Email address for destination bank account used to receive the funds

****e-mail transfer is only possible when amount is under \$10,000. Recipient *MUST HAVE* auto-deposit activated on destination bank account. E-mail transfer is *not possible* if a question and answer are required to deposit funds in the destination bank account. *NOTE: IF AUTO-DEPOSIT IS NOT SET UP, A CHEQUE WILL BE ISSUED INSTEAD.***

I CONFIRM THAT I HAVE AUTO-DEPOSIT ENABLED ON THE DESTINATION ACCOUNT.

I FURTHER CONFIRM that I have selected my preferred option for payment above.

**Signature(s) of all parties,
as applicable:**

Recipient 1 Signature

Date - use dropdown menu

Recipient 2 Signature

Date - use dropdown menu

****If Registered Mail, ExpressPost, or Courier selected, payment arrangements required before processing as additional fees apply. Contact your agent to discuss.*

Direction for Payment - May 14, 2024