

Guidelines for setting up Direct Debit from Canadian Banks

What do I need to use Electronic Check payment?

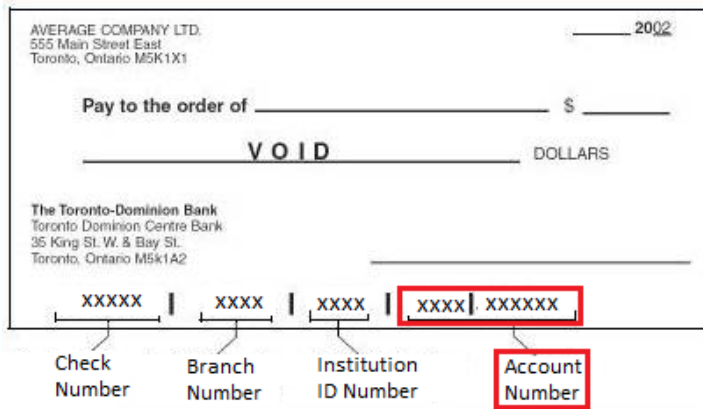
To process your chequing information for RCM online, you will need to review a void cheque to look for two types of numbers:

- Account Number
- Routing Number

Note: The length of account number and routing number will vary for each bank. Please only enter what you see on the check. Avoid adding extra zeros (0).

How do I find an Account Number?

Account Number can be found on a cheque.



How do I find the Routing Number?

Routing number consists of Institution ID Number followed by Branch Number found on a cheque.

- (Institution ID Number) + (Branch Number)

AVERAGE COMPANY LTD.
555 Main Street East
Toronto, Ontario M5K1X1

2002

Pay to the order of _____ \$ _____

VOID _____ DOLLARS

The Toronto-Dominion Bank
Toronto Dominion Centre Bank
35 King St. W. & Bay St.
Toronto, Ontario M5K1A2

XXXXX | XXXX | XXXX | XXXX | XXXXXX

Check Number Branch Number Institution ID Number Account Number

Routing Number = (Institution ID Number) + (Branch Number)

- First Enter Institution ID Number

- Then Enter Branch Number

Below are some Institution ID Numbers for common Canadian banks that may help you identify your Account Number and Routing Numbers

- XXXXX-001 [Bank of Montreal](#)
- XXXXX-002 [Bank of Nova Scotia](#)
- XXXXX-003 [Royal Bank of Canada](#)
- XXXXX-004 [Toronto-Dominion Bank](#) (which is the legal name for the bank, although it operates as [TD Canada Trust](#))
- XXXXX-006 [National Bank of Canada](#)
- XXXXX-010 [Canadian Imperial Bank of Commerce](#) (includes President's Choice Financial)
- XXXXX-016 [HSBC Canada](#)