

Instructions for Completing the Supplier Form

These instructions will help you register with the Government of Newfoundland and Labrador to receive your payment via direct deposit.

Completing the Supplier Form (fields marked with * are required). You are considered a supplier.

1. Visit the following link: <https://www.gov.nl.ca/fin/supplier-form/> to complete the form.
2. Complete the required fields as indicated below by * and/or by .

If you are applying for a specific program, please select that program below. Otherwise, please select "General". *

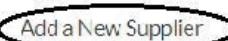
 StudentAidNL Program

Are you a Government supplier? Do you have a supplier number?

Yes No

Existing Suppliers to the Government of Newfoundland and Labrador should provide their Supplier Number for supplier identification purposes.

Action Required *

 Add a New Supplier

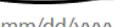
3. Complete the required fields in the **Supplier Details** section as indicated below.

SUPPLIER DETAILS

Supplier Type *

 Individual * Select 'Individual' from the list

Name at Birth  Date of Birth *

 mm/dd/yyyy * Enter your date of birth

Supplier Name (Legal Name) * * Enter your Legal Name

Address Line 1 * * Enter your mailing address

Address Line 2

 City * * Enter your city/town

 Province * * Select your province

 Postal Code * * Enter your postal code

 Phone * * Enter your phone number

Fax

4. Complete the required fields in the **Banking Information** section as indicated below and upload your banking information in the 'Add Attachment' section. Banking documentation must be in the form of a void cheque or a bank-stamped document provided by your financial institution.

BANKING INFORMATION

Please provide valid banking documentation in the *Add Attachment* section below. Valid banking documentation provided should clearly indicate the accountholder's name, address, and account number. Valid banking documentation should be in the form of a void cheque or a bank-stamped document provided by your financial institution. Do not include any banking documentation that contains credit card information (e.g., credit card number, a photo of your credit card, etc.).

Insufficient or mismatched supporting documentation may result in processing delays.

| | | |
|--|-----------------------|------------------|
| Bank Institution Number * | Bank Transit Number * | Account Number * |
| * Enter your bank institution number, transit number and account number | | |
| Add Attachment (Void Cheque or Bank-Stamped Document) * | | |
| <input type="button" value="Choose File"/> No file chosen * Upload your banking information by selecting 'Choose File' Accepted file types: jpg, jpeg, pdf, png, gif, doc, docx, tif, tiff, heic, bmp. Max. file size: 15 MB. Please use one of the following file types: jpg, jpeg, pdf, png, gif, doc, docx, tif, tiff, heic, bmp | | |

Important: Banking information you download from the Internet (direct deposit forms and void cheques) will require a bank stamp/signature to verify the information provided has not been altered. Uploading banking information without a bank stamp/signature will result in payment delays.

5. Complete the required fields in the **Primary Contact** section as indicated below.

PRIMARY CONTACT

| | |
|---|-------------------------|
| Primary Contact Name * | Primary Contact Phone * |
| Primary Contact E-mail * | |
| Notes * Enter 'Student Financial Services Funding' in this field | |

6. Certify that the information you have entered is, to the best of your knowledge, true, complete and correct by checking the box as indicated below.

| |
|--|
| I hereby certify that: * |
| <input type="checkbox"/> The information contained in this application is, to the best of my knowledge, true, complete and correct in every respect. |

7. Submit your form by clicking the submit button.

| |
|---|
| I, as the person entitled to receive payment(s), authorize the Government of Newfoundland and Labrador to deposit the payment(s) directly into my bank account. |
| <input type="button" value="Submit"/> |

- Once you have successfully submitted your form, you will receive a confirmation email with the subject line “Thank you for registering!” as displayed below.



- Forward your confirmation email to StudentAidNL at studentaidenquiry@gov.nl.ca. You **must** include the following information in your email:

- Your full mailing address
- The last 3 digits of your Social Insurance Number

Important: Failure to forward your confirmation email to StudentAidNL will result in payment delays.

Once you are set up for direct deposit with the Government of Newfoundland and Labrador, you are not required to complete this form again unless any of the following changes:

- Your banking information
- Your mailing address
- Your name

Important: Contact the FMS Helpdesk via e-mail at fmshelpdesk@gov.nl.ca or telephone at 709-729-2670 if:

- You have questions regarding the completion of the Supplier Form; or
- You believe you already have a Supplier Number.