

SNB's Client/User Authentication Form Instructions

This document explains the content required on these forms. These forms are required to register an organization and its users.

All forms:

An asterisk (*) denotes that the information is mandatory.

Company/Organization or Client Name - when the client is an *individual*, the suggested format is: "last name, first name middle name" (e.g. "Smith, John Frank").

NB Business Number – NB15. For Businesses assigned a New Brunswick Business Number (e.g. 123456789NP0001).

Title: e.g. Mr., Ms., Mrs., Miss, Dr., Rev. etc.

Designation: eg. Jr., Sr., II, etc.

Position in Company: Title of individual in the organization

Language Preference – E or F: for preferred language of correspondence (English or French).

Part 1 – Client Registration Form

Accessing Online Services? – If you will be accessing online services, please mark with an "X". Please leave blank if only using this account to do business at the SNB Service Centers and Registry Offices.

In the program section, include your identifier for this program (e.g., Planet logon, Auto Dealer Number).

Part 2 – Financial Officer Registration

The Financial Officer will be the financial contact between this organization and SNB's Financial Services

Multiple Part 2 forms can be submitted on first application. Bank information needs only to be included on one form.

If address information is the same as Part 1, state "same as on Part 1" in the Place Name field.

Include Financial Information when registering the initial Financial Officer. To submit a change to Banking Financial Information, SNB Financial Services must be notified directly.

Institution Code is 3 digits, Transit Number is 5 digits. For a complete listing of the Institution Codes see: <http://www.cdnpay.ca/membership/member.asp>

For each signing officer associated with this organization's bank account number, a Part 2 form must be completed and signed.

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Part 3 – Client Administrator Registration

The Client Administrator is the individual who registers Individual Users on behalf of the organization.

Multiple Part 3 forms can be submitted on first application. If address information is the same as Part 1, state "same as on Part 1" in the Place Name field.

Part 4 – Individual User Registration

The Individual Users will be granted access to specified SNB services by this organization's Client Administrator. These forms should be completed as part of the registration process.

Multiple Part 4 forms can be submitted on first application. If address information is the same as Part 1, state "same as on Part 1" in the Place Name field.