

**REQUEST DIRECT DEPOSIT**

<b>Client No.</b>
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**SECTION A – TO START, CHANGE OR WITHDRAW FROM DIRECT DEPOSIT**

Check ( √ ) one box

**Start** Direct Deposit

**Change** Information on Direct Deposit

**Withdraw** From Direct Deposit

**SECTION B – INFORMATION ABOUT YOU**

<b>First Name and Initial</b>	<b>Last Name</b>
<b>Mailing Address</b>	<b>City</b>
<b>Province</b>	<b>Postal Code</b>

**SECTION C – DIRECT DEPOSIT INFORMATION**

To sign up for or change direct deposit information, choose one of the following methods.

Note – The Provincial Services Branch provides this service free of charge. However, you should contact your financial institution and inquire about any fees they may charge.

- Attach a personalized cheque from your bank account to this form. Write “**VOID**” across the front of the blank cheque. We will use the financial information on the cheque to set up direct deposit.

OR

- If you don't have a cheque, have your financial institution complete the blocks below.

<b>Branch Number</b> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<b>Institution Number</b> <input type="text"/> <input type="text"/> <input type="text"/>	<b>Financial Institution's Stamp</b>
<b>Account Number</b> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		

**SECTION D – CLIENT AUTHORIZATION**

I hereby authorize the Provincial Services Branch to deposit my benefit payments into the bank account in Section C. I agree to notify, in writing, the branch at the address indicated below, of any changes to my financial institution, branch or bank account number and allow the branch a minimum of 10 business days, after the receipt of notice, to implement a change. The direct deposit service will continue until I have notified, in writing, the branch at the address indicated below to withdraw from direct deposit. I understand this is a voluntary/optional service and the branch has the right to convert this payment method back to a cheque payment without notice.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_