

**AN INVITATION**

The Social Service Department is offering *DIRECT BANK DEPOSIT* for all clients receiving Ontario Works.

**WHAT HAPPENS?**

- Each month your Ontario Works payment is deposited into your personal account in the bank, trust company or credit union of your choice. This will reduce the possibility of delays due to postal delivery or lost cheques.
- Direct deposit automatically puts the monthly assistance into your account on the due date (1st of each month). When the 1st of the month falls on a weekend or holiday, your money will be deposited on the last banking day of the month. From time to time you may be issued arrears/adjustments in your allowance and these monies will be automatically deposited into your account.
- You will continue to receive your monthly statement of assistance, your drug benefit card and your income statement in the mail each month.

**HOW DO I SIGN UP?**

- Please complete the direct deposit information below and give to your caseworker. Contact your caseworker if you have any questions.
- You will require a valid bank account in the name of you and/or your spouse (if on assistance). It can either be a savings or chequing account from which you can withdraw money. To open an account, you will need identification. Please contact the financial institution of your choice to obtain an account.
- You will need to enclose proof of your account. This can be a voided cheque sample, a copy of your passbook or bank statement or letter from your bank.

**DON'T FORGET!!**

- In order to continue receiving your Ontario Works payment on time, you must return your income statement **by the 16th** of each month.
- **DO NOT** close your direct deposit account until you have received your money **and** advised your caseworker of your new account.

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(Please cut and return to your caseworker)

**Direct Deposit Information**

Name of Bank \_\_\_\_\_

**ENCLOSE VOID CHEQUE**

Address \_\_\_\_\_

Name(s) of \_\_\_\_\_

Member ID: \_\_\_\_\_

Account Holder(s) \_\_\_\_\_

C/W #: \_\_\_\_\_

Branch #: \_\_\_\_\_

Inst #: \_\_\_\_\_

Account #: \_\_\_\_\_

**Authorization**

I hereby authorize direct deposit of my Ontario Works payments to the account as provided to my caseworker. I understand that this agreement can be cancelled at any time by either myself or Ontario Works.

Date \_\_\_\_\_ Name(Print) \_\_\_\_\_

Signature \_\_\_\_\_