

# Direct Deposit Request

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Use this form to **request direct deposit for all Ontario Works benefits.**

No more waiting for the mail. Your money is deposited within 1-2 business days. (You will receive your drug card, dental card and income statement in the mail as usual.)

You are still required to submit your income statement between the 16<sup>th</sup> and 18<sup>th</sup> of each month in order to receive benefits.

Your direct deposit request will stay in effect until you change the information or cancel the service.

**If you need help to complete this form, contact your local Ontario Works office.**

Yes I would like to sign up for **Direct Deposit:**    New       Change       Trustee  

**I hereby authorize the direct deposit of my Ontario Works benefits to the bank account indicated on the attached void cheque or bank authorized printout.**

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Case Manager: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Process to set up/change Direct Deposit Information**

Complete this form

Attach a VOID cheque that verifies that the account is in your name

Return this form and the VOID cheque to your Ontario Works office

**OR**

Complete this form

Go to your Bank

Ask for a print-out that verifies the following 4 pieces of information:

- Your name on the bank account
- The bank account number
- The transit number
- The financial institution number

Attach the bank print out

Return this form and the bank print out to your Ontario Works office

For internal use only

Case Manager Initials: \_\_\_\_\_