



Ministry of Community and Social Services

Family Responsibility Office
P.O. Box 220
Downsview ON M3M 3A3

Registration for Direct Deposit

Case Number

When the Family Responsibility Office receives a support payment that is owed to you, these funds will be sent by DIRECT DEPOSIT to the bank of your choice. To ensure that you receive your money quickly, the following information must be provided. Incorrect information could result in your payment being sent to the wrong account.

Instructions

If you wish to have your support payments deposited into your **CHEQUING ACCOUNT, COMPLETE SECTION 'A'** and **ATTACH A BLANK PERSONAL CHEQUE** with 'VOID' written on it.

If, however, you wish to designate your **SAVINGS ACCOUNT**, complete **SECTION "A"**, take this form to your bank and ask them to complete **SECTION "B"** – Banking Data.

DO NOT FORGET TO SIGN THE BOTTOM OF THE FORM AUTHORIZING THE DIRECT DEPOSIT SERVICE

Important notes about changing bank accounts

If your account number changed, or if you wish to have your support payments deposited to a different account, you must complete a new DIRECT DEPOSIT FORM and return it to the Family Responsibility Office. After the changes have been processed, your support payments will be sent to your new account. **DO NOT CLOSE YOUR OLD ACCOUNT UNTIL YOU RECEIVE YOUR FIRST PAYMENT TO THE NEW ACCOUNT.**

SECTION "A" – Support Recipient Information

PLEASE PRINT CLEARLY

Last Name		First Name		Middle Initial
Address: Street Number and Name / Apartment Number			Lot, Concession or Township	
City / Town		Province		Postal Code
Telephone number where you can be reached during the day				
Area code () _____				

NOTE: If attaching a VOID cheque, please tape the cheque over the Banking Information in Section "B"

SECTION "B" – Banking Information *To be completed by your bank if you are not attaching a VOID Cheque*

Branch Number	Institution Number	Account number
Name of Financial Institution		Place Bank Stamp
Branch		
Branch Address		
Bank Official's Signature and Position		Date

Until further notice, I authorize the direct deposit of my support payments to the account and financial institution designated in this form.

Signature of Recipient

Date