

Setting up Direct Deposit

Receiving your payments from the department by direct deposit offers many benefits. It allows you to access your money faster and is more convenient as your payment will not be delayed due to unforeseen circumstances such as bad weather or delays in mail delivery. To set up direct deposit, you must send an email to your Case Manager indicating:

In Subject Line of Email – Request for Direct Deposit

Body of Email

I wish to have my payment deposited electronically into a bank account designated by me. Please see attached for required information.

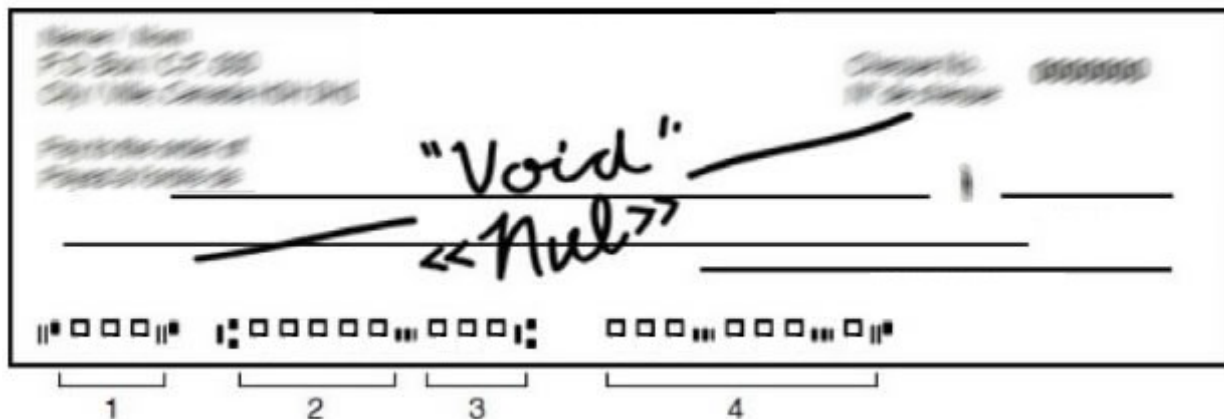
- First and Last Name
- Email Signature (e.g., address, phone number, email address)

Email Attachment

To this email, you **must** attach a Blank Void Cheque or Direct Deposit Form from your bank. This can be done by:

Option 1 - Attach a Picture of a Void Cheque

Take a picture of a cheque with **void** written across it. Please save to your device and email it to your Case Manager. Void Cheque should look as below.



Option 2 - Attached saved copy of VOID cheque from an online bank account

Log into your bank account through a web browser or mobile app. Under your Account Information/Manage your Account, select option (may be under Additional Services depending on bank) for Void Cheque, Direct Deposit, and Automatic Payment Forms. Select the account you want to print/view your Void Cheque or Direct Deposit Form. Once the form or cheque is generated, please save to your device and attach saved file to your email to your Case Manager.

If you cannot find the information or need assistance, please call your financial institution to discuss how to get official documentation. Account numbers provided without official documentation will not be accepted.

Staff will create a PDF of your email and attach to your file for our records.

Setting up Direct Deposit

For more Information on how to get a blank void cheque or a direct deposit form, please see your bank's specific directions at the following links:

[Bank of Montreal \(BMO\)](#)

[Bank of Nova Scotia \(Scotiabank\)](#)

[Canadian Imperial Bank of Commerce](#)

[\(CIBC\) Royal Bank of Canada \(RBC\)](#)

[Toronto Dominion \(TD\)](#)

[Bank National Bank of Canada](#)

[Desjardins Group \(scroll down to "How can I get a void cheque with my account information?"\)](#)