

#### Agence des douanes et du revenu du Canada

# **DIRECT DEPOSIT REQUEST** FOR CHILDREN'S SPECIAL ALLOWANCES

- If you are an agency, use Part A of this form to have monthly Children's Special Allowances payments deposited directly into your Children's Special Allowances account at a financial institution. If you are a **foster parent**, use **Part B** to have monthly Children's Special Allowances payments deposited directly into your Children's Special Allowances account at a financial institution.
- Send the form to the nearest Canada Customs and Revenue Agency (CCRA) office listed on the back.
- To change or cancel a direct deposit request, complete a new copy of this form.
- For more information about direct deposit, see the back of this form.

Part A –	to be completed	by government	departments,	agencies, o	or institutions	which are	e eligible for	Children's S	Special A	Allowances
payment	S									

Section 1 – Agency Ider	itification			
Name of department, ago	ency, or institution			
Address (no., street, suite	o P O hov)		Business Number	
Address (110., street, suit	s, P.O. box)			
City	Province or territory	Postal	codo Tolophon	e number
City	Province or territory	Fostal	Code Telephon	
Check one only (✓)	1. Start direct deposit	2. Change direct de		3. Cancel direct deposit
Section 2 – Routing infe	ormation			
_	k agency cheque marked "VOID	".		
Section 3 – Agency Aut	horization			
I,		, of		,
	(Name in block letters)		(Agency)	
am the chief executive of	ficer of the agency, and the auth	orized signing officer for the	purpose of completing thi	is form. I authorize the
Receiver General for Car	nada to directly deposit the montl	hly Children's Special Allowa	ances payments into the a	account noted on the attached
cheque. This authorization	on will remain in effect until furthe	er notice.		
		Area code		
Authorized Signatu	re of chief executive officer of ag	lency Telep	hone number	Date
Application and Cancell	<u> </u>	quest must have been mad	de on Form Roos, Crimar	en s opecial Allowances
Section 1 – Foster Pare			Do not t	use this area
Name of foster parent (F	irst name and initial, Last Name)			
Address (no., street, suite	e, P.O. box)			
City	Drovings or territory	Postal	anda Talanhan	e number
City	Province or territory	Postal	Code Telephon	
Check one only (✓)	1. Start direct deposit	2. Change direct de		3. Cancel direct deposit
Section 2 – Routing info	ormation			
	k cheque marked "VOID," or con	nplete the banking informati	on area below (see the ex	ample on the back).
		ution number digit number)	Account nui (12-digit number r	
(3-di)				
Section 3 – Foster Pare	nt Authorization			
Ι,		am the foster	parent authorized to rece	eive monthly Children's
Special Allowances payn	(Name in block letters) nents, and I authorize the Receiv	er General for Canada to di	rectly deposit the monthly	Obildonis On said
Allowances payments int			,	Children's Special
	o my account. This authorization	will remain in effect until fur	rther notice.	Children's Special
	o my account. This authorization	will remain in effect until fur	rther notice.	Children's Special
Authorize	d signature of Foster Parent	Area code	ther notice.  hone number	Date



## **Direct deposit information**

### Advantages of direct deposit-

- Direct deposit is an optional service. It is a convenient, dependable, and time-saving way to receive payments. There is little risk of direct deposit payments being lost, stolen, or damaged as can happen with cheques.
- If your agency would like to take advantage of this service, complete Part A of this form. We will deposit the monthly Children's Special Allowances
  payments directly into the agency's Children's Special Allowances account at a financial institution. If you do not choose this service, you will
  continue to receive cheques.
- If, as a foster parent, you would like to take advantage of this service, complete Part B of this form. We will deposit the monthly Children's Special Allowances payments directly into your account at a financial institution. If you do not choose this service, you will continue to receive cheques.

### What conditions apply?-

- This authorization is only for the direct deposit of monthly Children's Special Allowances payments.
- You do not have to complete this form every year. This request will remain in effect until you submit a new *Direct Deposit Request for Children's Special Allowances*, to either change your direct deposit information, or to cancel the service.
- The account specified in Part A, Section 2 must be in the name of the Children's Special Allowances agency and hold Canadian funds at a financial
  institution in Canada. If the financial institution advises us of a change in the Children's Special Allowances agency's bank account information
  provided, we may deposit the payments into the new account.
- The account specified in Part B, Section 2 must be in the name of the Children's Special Allowances foster parent and hold Canadian funds at a financial institution in Canada. If the financial institution advises us of a change in the foster parent's bank account information provided, we may deposit the payments into the new account.
- If you change any account into which we deposit a payment, do not close the old account until we start to deposit the payment into the new account.
- If we cannot deposit funds into an account, we will mail a cheque to the address we have on file.
- We are not responsible for problems that occur due to incomplete or incorrect information.
- If you need help to complete this form, or need additional forms, contact your nearest Canada Customs and Revenue Agency office.

T1 Clients Services Division St. John's Tax Centre PO Box 12071 Stn A St.John's NF A1B 3Z1

T1 Clients Services Division Jonquière Tax Centre PO Box 1900 Stn PDF Jonquière Jonquière QC G7S 5J1

T1 Clients Services Division Sudbury Tax Service Office PO Box 20000 Stn A Sudbury ON P3A 5C1

T1 Clients Services Division Surrey Tax Centre 9755 King George Hwy Surrey BC V3T 5E1 T1 Clients Services Division Summerside Tax Centre 275 Pope Rd Suite 105 Summerside PE C1N 5Z7

T1 Clients Services Division Shawinigan-Sud Tax Centre PO Box 3000 Stn Bureau-Chef Shawinigan-Sud QC G9N 7S6

T1 Clients Services Division Winnipeg Tax Centre PO Box 14000 Stn Main Winnipeg MB R3C 3M2

#### Example for Part B, Section 2, for Foster Parents, only

Enter the branch number, the institution (transit) number, and your complete account number in the areas provided (see the example below). You can find these numbers in your passbook, bank statement, encoded deposit slip, cheque, or by contacting your financial institution.

