## **Introduction**

A direct deposit form has been designed to support the capture of key information from pensioner's wishing to enroll on direct deposit in Switzerland. The following is a step by step procedure developed to guide the pensioner in the proper completion of the form.

## **Completion Instructions**

The Switzerland enrollment form is divided into three sections. They are:

- Part A Pensioner Identification Information;
- Part B Pension Program Identification to which the individual wants to enroll; and
- Part C Identification of the Financial Institution or Post Office to which the pension payment is to be directed.

# <u>Part A - Pensioner Identification</u> Information:

Part A provides space for you to identify your name, address and telephone number. The following is a step by step procedure.

# **Step 1 and 2:**

Enter: Your Surname and Given name and initial(s) in the boxes provided, one letter per box. Please use capital letters.

## **Step 3:**

Enter: Your address information including the name of the city and country.

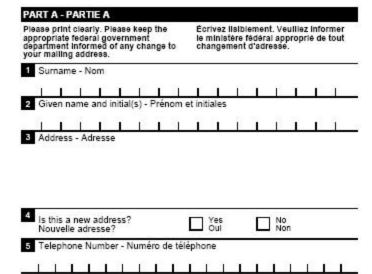
### **Step 4:**

Enter: Confirm if the address is new by entering (**E**) in yes or no.

#### **Step 5:**

Enter: Your telephone number in the event that we may need to contact you to seek clarification on the information provided.

You have now completed Part A - Pensioner Identification Information.



PART B - PARTIE B

# <u>Part B - Pension Program Identification:</u>

Part B provides a mechanism for you to specify the payment(s) you want deposited directly into your Switzerland account. To enroll, check the appropriate box and include one of the following in the space provided: your social insurance number, contract number, file number, allowance number, pension number, or your personal record identifier.

The department responsible for your pension program will use this information to match your entitlement and to issue the requested electronic payment.

## **Step 1:**

Enter: A check mark (**E**) beside the appropriate pension program(s).

## **Step 2:**

Enter: Your social insurance number, contract number, file number, allowance number, pension number, or personal record identifier according to the pension program number recognized by the issuing department.

You have now completed Part B - Pension Program Identification.

### **Part C - Identification of the Financial Institution:**

Part C provides specific fields for you to capture your direct deposit account information which includes the Bank, Branch and the account number to which the electronic payment is to be directed. Please check off the box (图) in the highlighted area that represents the appropriate account type. In Switzerland there are a number of account types supported by the Government Foreign Payments Service provider. They include a Bank Account, International Bank Account Number or Postal Account. Please contact your local financial institution to obtain a better understanding of each account type.

## **Step 1:**

Enter: Select the type of account you wish your payment(s) to be deposited. Mark (**E**) in the highlighted area then proceed to complete the appropriate account information that is required for the type of account selected.

### **Step 2: Bank Account**

Enter: Bank branch code which represents the bank and branch. One letter or number per box. Please use capital letters where applicable.

Your bank account number. One number or character per box. Please use capitals for characters (if applicable).

PART C - PARTIE C	
7 Must be completed by the financial institution or post office where you want your money deposited.	Doit être rempli par l'établissement financier ou le bureau de poste où vous voulez votre palement déposé.
Check off the box in the highlighted area that represents the appropriate account type.	Cocher la case ombragée du compte approprié.
Bank Account - Compte bancair	e
Bank Branch Code Code de succursale bancaire	
Account No N° de compte	
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International Bank Account Nur Numéro de compte bancaire Int	nber & Bank Identifier Code ernational & Identifiant de banque
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#### OR

### Step 2: International Bank Account Number (IBAN) and Bank Identifier Code (BIC)

Enter: IBAN number provided by the Financial Institution which represents a complete identifier, that includes original bank code and account number, plus additional characters to identify the country, special check number. Along with the IBAN, please also include the Bank Identification Code which is the code that identifies the specific address of the financial institution.

#### OR

### **Step 2: Postal Account**

Enter: Post office identification number and the account number. One letter or number per box. Please use capital letters where applicable.

#### Financial Institution name and address Nom, adresse de l'institution financière

## **Step 3:**

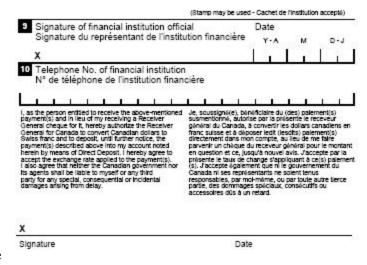
Enter: Your Financial Institution name and address.

# **Step 4:**

Please obtain the signature of the Financial Institution official.

# **Step 5:**

Enter: The telephone number of your Financial Institution, in the event that they need to be contacted for clarification on the information provided.



# Step 6: Signature

The beneficiary must sign and date the bottom of the enrollment form. If the individual completing this form is a guardian or a relative acting on behalf of the beneficiary, this enrollment information will not be considered valid without the beneficiary's signature.

<u>Note:</u> For additional information, call 0 800 56-1364 between the hours of 8 a.m. and 8 p.m., Eastern time.

The information you provide is required and collected under the authority of the Government of Canada or it's agent for the purpose of enrollment in a direct deposit service. The information provided is protected under the Canadian Privacy Act and may be accessed through your program department using the Personal Information Bank number PWGSC PPU 040.

The first direct deposit may take approximately three months after receipt of your completed enrollment form.