



Employment Insurance Part II and Consolidated Revenue Funds Direct Deposit Application Form

PROTECTED WHEN COMPLETED - B

			1 Social Insurance Number		
A- PERSONAL INFORMATION					
2	Family Name		First Name		Initial(s)
3	Address			4 Area Code Telephone No. (home) () -	
City		Province	Postal Code	5 Area Code Telephone No. (messages) () -	

B- REQUESTED ACTION						
6	Check one only	<input type="checkbox"/> Start Direct Deposit	<input type="checkbox"/> Change Direct Deposit	<input type="checkbox"/> End Direct Deposit		
Effective Date		Day Month Year	Day Month Year	Day Month Year		

C- FINANCIAL INSTITUTION INFORMATION	
INSTRUCTIONS FOR SECTION C	
1. Complete Boxes 7, 8 and 9 with the routing number (bank account information) printed on your cheque or statement.	
2. Complete Box 10, if applicable.	
3. Provide the name and address of the Financial Institution in Box 11.	

DIRECT DEPOSIT ROUTING NUMBER			11 Financial Institution name, address and postal code		
7	Branch No.	8	Inst. No.	9	Account No.
10 Name(s) of the other Account Holder(s) if a joint account.			Telephone number of Financial Institution		
			Area Code () -		

The information is collected by the Department of Human Resources and Skills Development under the authority of Part II of the Employment Insurance Act or the Department of Human Resources Development Act (in the case of benefits paid by the Opportunities Fund and will be used for the sole purpose of registering the direct deposit of your financial assistance cheques related to your participation in _____ [name of program] as directed in Section C above. The completed form will be valid only for the purpose of the current contribution agreement and a new form will have to be completed each time you qualify for a benefit. If you choose not to complete this form, your cheques will be mailed to your address of record. The collection and use of this personal information is in accordance with the federal Privacy Act, which affords you the right to access your personal information and request changes to incorrect information. In some cases, information may be disclosed according to subsection 8(2) of the Privacy Act without your consent for purposes not described here. Personal Information Bank, Human Resources Development Canada PPU 180 describes the department's collection, use, disclosure and retention of this information. Instructions on how to obtain access to your personal information are found in the publication, Info Source, available at the Human Resources Centres of Canada or the Treasury Board Website.

D- AUTHORIZATION AND SIGNATURE	
I, the undersigned, have read and understand this request form. I have applied for financial assistance under _____ (name of program) and, until further written notice, authorize HRDC to deposit my financial assistance cheque into my account by means of Direct Deposit, instead of mailing a cheque to me.	

12	Signature	Day	Month	Year
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Return the completed form to the Human Resources Development Canada office



Applicant guidelines for direct deposit form:

Direct Deposit Application for Employment Benefits and Support Measures or Consolidated Revenue Funds (EMP 5362 E)

Purpose: Complete this form if you wish to have your Employment Benefits and Support Measures or Consolidated Revenue Funds (EBSM / CRF) payment deposited directly to your bank account. You can mail or deliver this form to your local HRCC office. Please be sure that you have completed sections "A," "B," and "C". Take extra care in completing the section "Financial Institution Information" or attach a voided personalized blank cheque from your current account. Finally, be sure to sign the form in section "D".

If you are not yet receiving your EBSM/CRF payment by Direct Deposit

To apply for Direct Deposit, you need your complete bank account information, as shown on your cheque or bank statement. Once you have this information:

Print and complete an application for Direct Deposit and mail it to your local office; **or**
Complete an application for Direct Deposit at your local office

If your bank account information changes or if you move, it is important that you let us know as soon as possible by calling or visiting your local office.