



Dear Ontario Works Recipient:

RE: Direct Bank Deposit

Receiving your Ontario Works entitlement by Direct Bank Deposit is the most effective way for you to receive your entitlement. Direct Bank Deposit means:

- You will receive your entitlement on time
- You will no longer experience the issue of lost/stolen or damaged cheques
- You will receive your entitlement in the event of a postal interruption

We encourage you to sign up for Direct Bank Deposit today. Please complete the authorization for Direct Bank Deposit, attach either a voided cheque or have your bank/financial institution complete the pre-authorized deposit form, and return this information.

Should you have questions or concerns regarding Direct Bank Deposit, please contact your case manager.

Direct Bank Deposit

Information you should know:

1. Funds for your monthly entitlement are deposited one minute after midnight on the payment due date. Other funds (i.e. medical travel, work related benefits) will be deposited when processed.
2. You will receive a Statement of Direct Deposit for each cheque that is directly deposited into your account.
3. In order to determine financial eligibility and issue benefits, all information must continue to be submitted in a timely manner.
4. If your account changes or if you change banks you must notify your worker immediately. It is recommended that you do not close the existing account until your first payment is received in the new account.

Authorization for Direct Bank Deposit

I have read and understood the above. I further understand that this authorization allows the Huron County Ontario Works department to provide my banking institution with up to date address information.

I hereby authorize direct deposit to the account designated.

Name (please print)

Date of Birth

Signature

Date

Name of Case Manager

<p>REMEMBER to include a voided cheque or have your bank/financial institution complete the enclosed pre-authorized deposit form.</p>
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Please have your bank/financial institution complete the following OR attach a voided cheque:

Name of Bank/Financial Institution:

Address:

Client/Customer's Name:

Please include **ALL** numbers for Branch, Institution and Account Number.

Branch Number:

Institution Number:

Account Number:

Bank Representative (Print):

Bank Representative (Signature):

Bank Phone Number:
