



Direct Deposit Request – Individuals

Use this form to **start** direct deposit for the following amounts:

- your income tax refund and goods and services tax/harmonized sales tax credit payments including certain related provincial payments;
- your Canada Child Tax Benefit payments including certain related provincial and territorial payments; and
- your Universal Child Care Benefit payments.

Also use this form to **change information** you already gave us. For more information, see the back of this form.

Identification

First name and initial	Last name	Your social insurance number
<input type="text"/>		<input type="text"/>
Mailing address: Apt. No. – Street No. Street name		
<input type="text"/>		
PO Box	RR	Is this a new address?
<input type="text"/>	<input type="text"/>	Yes <input type="checkbox"/> 1 No <input type="checkbox"/> 2
If yes, enter the date you moved.		
City	Prov./Terr.	Postal code
<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>

Check the box(es) below to show your choice(s).

Income tax refund and goods and services tax/harmonized sales tax (GST/HST) credit

- Check this box to have your income tax refund and GST/HST credit payments deposited into your bank account held in Canada. Attach a blank cheque with the banking information encoded on it and write "VOID" across the front, **or** complete the banking information area below (see the example on the back).

Branch number (5 digits)	Institution number (3 digits)	Account number (maximum 12 digits)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Canada Child Tax Benefit (CCTB)

- Check this box to have your CCTB payments deposited into the **same bank account** held in Canada as your income tax refund and GST/HST credit payments.
- Check this box to have your CCTB payments deposited into a **different bank account** held in Canada. Attach a blank cheque with the banking information encoded on it and write "VOID – CCTB" across the front, **or** complete the banking information area below (see the example on the back).

Branch number (5 digits)	Institution number (3 digits)	Account number (maximum 12 digits)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Universal Child Care Benefit (UCCB)

- Check this box to have your UCCB payments deposited into the **same bank account** held in Canada as your income tax refund and GST/HST credit payments.
- Check this box to have your UCCB payments deposited into the **same bank account** held in Canada as your CCTB payments.
- Check this box to have your UCCB payments deposited into a **different bank account** held in Canada. Attach a blank cheque with the banking information encoded on it and write "VOID – UCCB" across the front, **or** complete the banking information area below (see the example on the back).

Branch number (5 digits)	Institution number (3 digits)	Account number (maximum 12 digits)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Certification

I, as the person entitled to receive the payments, authorize the Receiver General to deposit the payments described above into the above-noted bank account(s) until further notice.

<input type="text"/>	() <input type="text"/>	<input type="text"/>
Signature	Telephone number	Date

More information

- Do not complete this form if you already use the direct deposit service and your banking information has not changed.
- If you are changing any bank account held in Canada into which we deposit a payment, be sure to tell us about your new bank account. In addition, make sure you do not close the old bank account before we deposit the payment into the new bank account.
- If your financial institution in Canada notifies us of a change in your banking information, we will deposit your payments into the new bank account held in Canada as soon as we have updated your file.
- If, for any reason, we cannot deposit your payment into the bank account held in Canada, we will mail a cheque to you at the mailing address we have on file.
- Your direct deposit request will stay in effect until you change the information or cancel the service.
- To cancel direct deposit service for one or more of these payments, contact us at **1-800-959-8281**.
- If you need help to complete this form, contact us at **1-800-959-8281**.
- Send your completed form to one of the offices listed below.

St. John's Tax Centre
PO Box 12071 Stn A
St. John's NL A1B 3Z1

Summerside Tax Centre
275 Pope Rd Suite 102
Summerside PE C1N 5Z7

Jonquière Tax Centre
PO Box 1900 Stn LCD
Jonquière QC G7S 5J1

Shawinigan-Sud Tax Centre
PO Box 3000 Stn Bureau-Chef
Shawinigan-Sud QC G9N 7S6

Sudbury Tax Services Office
PO Box 20000 Stn A
Sudbury ON P3A 5C1

Winnipeg Tax Centre
PO Box 14000 Stn Main
Winnipeg MB R3C 3M2

Surrey Tax Centre
9755 King George Highway
Surrey BC V3T 5E1

Example

- **Income tax refund and GST/HST credit:**

(For details on these payments, see Pamphlet RC4210, *GST/HST Credit*.) Enter the branch number in area 460, the institution number in area 461, and your complete bank account number (held in Canada) in area 462 (see the example below). You can find these numbers in your passbook, on your bank statement, encoded deposit slip, or cheque, or by contacting your financial institution in Canada.

- **CCTB:**

(For details on these payments, see Pamphlet T4114, *Your Canada Child Tax Benefit*.) Enter the branch number in area 471, the institution number in area 472, and the complete bank account number (held in Canada) in area 473 (see the example below). You can find these numbers in your passbook, on your bank statement, encoded deposit slip, or cheque, or by contacting your financial institution in Canada.

- **UCCB:**

(For details on these payments, see Information Sheet S06-103, *Universal Child Care Benefit*.) Enter the branch number in area 493, the institution number in area 494, and the complete bank account number (held in Canada) in area 495 (see the example below). You can find these numbers in your passbook, on your bank statement, encoded deposit slip, or cheque, or by contacting your financial institution in Canada.

⑈①②③④⑤⑥⑦⑧⑨⑩⑪⑫⑬⑭⑮⑯⑰⑱⑲⑳㉑㉒㉓㉔㉕㉖㉗㉘㉙㉚㉛㉜㉝㉞㉟㊀㊁㊂㊃㊄㊅㊆㊇㊈㊉㊐㊑㊒㊓㊔㊕㊖㊗㊘㊙㊚㊛㊜㊝㊞㊟㊠㊡㊢㊣㊤㊥㊦㊧㊨㊩㊰㊱㊲㊳㊴㊵㊶㊷㊸㊹㊺㊻㊼㊽㊾㊿⑈

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→ This is the cheque number (do not enter this number).

→ This is the branch number (5 digits).

→ This is the institution number (3 digits).

→ This is the bank account number used for direct deposit.