



Direct Deposit Request for Children's Special Allowances

Do you have to fill out this form?

If you are an agency

Fill out Part A of this form (below) to sign up for direct deposit, update banking information or cancel direct deposit of the agency monthly children's special allowances (CSA) payments.

We provide a definition of agency on page 3.

If you are a foster parent

Fill out Part B of this form (on the next page) to sign up for direct deposit if an agency requested that you receive the CSA payments directly from the Canada Revenue Agency (CRA) or you want to update your banking information or cancel the direct deposit of the monthly children's special allowances (CSA) payments.

You do not have to fill out this form every year. This request will remain in effect until you submit a new Form RC113, Direct Deposit Request for Children's Special Allowances, to either update your direct deposit information or cancel the service.

Part A – To be filled out by the agency that is eligible for CSA payments

Section 1 – Agency information

Business number:

Name of agency:

Apt. No. – Street No., Street name, PO Box, RR:

City:

Province or territory:

Postal code:

Telephone number:

Section 2 – Direct deposit

Select one box only: Sign up for direct deposit Update banking information Cancel direct deposit

Fill in the banking information below (see the example on the bottom of the next page). If this is your first time asking for direct deposit, you can attach a blank agency cheque marked "VOID" instead.

The account must be in the name of the agency and hold Canadian funds at a financial institution in Canada. If the financial institution advises us of an update in the agency's bank account information provided, we may deposit the payments into the new account.

This is the first time we are asking for direct deposit. We have attached to this form a blank agency cheque marked "VOID." We do not need to fill in the banking information.

Enter your **current** banking information:

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

If you selected "Update banking information," enter the **old** banking information we have on file:

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

Section 3 – Agency authorization

I, _____, of _____,

(Print name) (Name of the agency)

am the chief executive officer of the agency and the authorized signing officer for the purpose of filling out this form. I authorize the Receiver General to directly deposit the monthly CSA payments into the account noted above or on the attached cheque. This authorization will remain in effect until further notice.

Signature of chief executive officer of agency

Date:
Year Month Day

What is an agency?

The term agency applies to:

- federal, provincial, and territorial departments
- agencies appointed by a province or territory for the protection and care of children
- group foster homes
- institutions licensed or otherwise approved by a province or territory to have custody and care of children

Direct deposit

Direct deposit is a fast, convenient, and secure way to get your CRA payments directly into your account at a financial institution in Canada. There is little risk of direct deposit payments being lost, stolen, or damaged, as can happen with cheques.

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 you move, let us know your new address **immediately**. Otherwise, your payments may stop, even if you use direct deposit and your bank account does not change.

For more information

For more information, go to canada.ca/cra-csa or call 1-833-378-8272.

To get our forms and publications, go to canada.ca/cra-forms or call 1-800-387-1193.

Where do you send this form?

Send this form to the following tax centre:

Prince Edward Island Tax Centre
275 Pope Road
Summerside PE C1N 6A2