

INSTRUCTIONS FOR SERVICE PROVIDERS

Service providers or suppliers who receive monthly payments on behalf of a client are encouraged to sign up for direct deposit. The **Direct Deposit Application (FIN 312)** must be completed as part of the process, if a service provider or supplier has arranged with the ministry to have their monthly payment electronically deposited into their bank account. Follow these steps to apply:

1. Provide all applicable information. Complete Parts 1, 2 and 3 in the **Direct Deposit Application (FIN 312)**, and provide your signature and the date signed. Either have the bank or credit union verify the details on the form and both stamp and sign it to that effect, or attach a copy of a personal cheque or deposit slip that is pre-printed with the account name and bank coding information. Be sure to mark the personal cheque as VOID.
2. Send the completed, original Direct Deposit Application to a ministry office: www.gov.bc.ca/sdsi/contacts.html. This form will take approximately 6–8 weeks to process, once it has been received by the ministry. Cheques will continue to be sent until the direct deposit is set up. Once it is set up, deposits are made once each month, generally on the last Wednesday of the month. To view the cheque issue schedule to see the exact dates please visit: www.sdsi.gov.bc.ca/publicat/bcea/Cheqissu.htm.

Note: If you already receive electronic payments from the BC Government, there is no need to complete this form. This form is to be completed for new activations or for any changes to banking information including cancellation. If you have already completed the **Direct Deposit Application (FIN312)**, are receiving electronic payments from another BC Government ministry or organization and would like to be set up on direct deposit, please call 1 866 866-0800 to speak to a worker who will initiate your request.

For more information, please visit www.sdsi.gov.bc.ca/programs/direct-deposit-service-providers.html or call the ministry at 1 866 866-0800.