

Dear \_\_\_\_\_ :

We have noticed you are not receiving your assistance payments by direct deposit to a bank account. The ministry's preferred method of issuing income assistance is that all clients receive payments by direct deposit.

Having the money deposited directly to your bank or credit union account is the easiest way to have immediate access to your money on the date of payment.

Direct deposit is:

**Safe:** no need to carry large sums of cash. A bank or credit union is a safe place to keep your money.

**Convenient:** no need to visit an Employment and Assistance office for your cheque. You have easy access to your money through automatic teller machines 24 hours a day, 7 days a week.

**Dependable:** money is put into your account automatically and the money can be withdrawn immediately.

**Private:** ministry staff can only deposit money into your bank account. Banks and credit unions are not authorized to release information about your account to the government or anyone else without your permission or a court order.

Signing up for direct deposit is easy. All you need to do is provide a void personalized cheque to a staff member at an Employment and Assistance office. They will do the rest for you.

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If you don't have a personalized void cheque, you can take this letter to your bank and have them complete the bottom portion and stamp it. You can then return the information by fax, mail or in person to an Employment and Assistance office.

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**BANK OR FINANCIAL INSTITUTION**

JOINT ACCOUNT?  YES  NO

NAME OF PERSON(S) ON ACCOUNT		
BANK OR FINANCIAL INSTITUTION		
STREET		CITY
PROVINCE	POSTAL CODE	TELEPHONE
BANK NUMBER	TRANSIT NUMBER	ACCOUNT NUMBER

For more information please contact the Ministry of Social Development  
[choose one] or visit the ministry website at: [www.hsd.gov.bc.ca](http://www.hsd.gov.bc.ca).

Sincerely,

Ministry Worker

HSD3254(10/12/08)

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The Ministry of Social Development operates under the authority of the *Employment and Assistance Act* and Regulations, and the *Employment and Assistance for Persons with Disabilities Act* and Regulations.

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[OFFICE ADDRESS]