



June 27, 2018

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null  
null, BC null

Dear :

You are receiving income assistance from the Ministry of Social Development and Poverty Reduction and have applied for or are in the process of applying for Canada Pension Plan (CPP) benefits. If your CPP application is approved and your CPP benefits are backdated, Service Canada will reimburse the Ministry of Social Development and Poverty Reduction for the amount of assistance that was issued to you during that time period.

Enclosed is the Consent to Deduction and Payment form (ISP1613), which authorizes Service Canada to repay the ministry. You are required to sign the Consent to Deduction and Payment form as per the section 9 of the Employment and Assistance Regulation.

Please note that signing the Consent to Deduction and Payment form is intended to prevent duplicate payments and will not result in a reduction to your personal benefit amount.

If you experience problems or have questions while completing this form, please contact the ministry at:

**Phone: 1-877-815-2363**

Please send your completed original documents to:

**Mailing Address: CPP Program Services  
PO Box 9950 Stn Prov Govt  
Victoria, BC V8W 9R3**

The completed Consent to Deduction and Payment form must be returned to the ministry no later than . If the completed form is not received in our office by that date, your income assistance cheque for will be held until we are able to determine your ongoing eligibility.

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

**Ministry of Social  
Development and  
Poverty Reduction**

**CPP Program Services**

**Mailing Address**  
PO Box 9950 Stn Prov Govt  
Victoria, BC V8W 9R3

**Telephone:** 1-877-815-2363  
**Facsimile:** 1-866-696-5006

HR3489 (18/01/03)  
Security Classification: PERSONAL

Thank you for your attention to this matter.

Sincerely,

CPP Program Services

Enclosure(s): Consent to Deduction and Payment form (ISP1613)

SAMPLE

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