

# Vendor Direct Deposit Authorization Income Assistance

Saskatchewan Income Assistance  
Box 2405 Stn. M  
Regina, SK S4P 4L7  
Phone: 1-866-221-5200  
Email: micasevendordirectdeposit@gov.sk.ca

I would like to:  Enrol for direct deposit  Change direct deposit information  Cancel direct deposit

## For new enrollments an invoice must be submitted with this form

### Business/Vendor Information (complete this section only if you are a business or vendor supplying a service)

Business Name		Contact Person	Phone Number	
Apt. #	Box/Street Number and Name	City/Town	Postal Code	

**Banking Information** (must be provided) – attach a current **Void Cheque** that includes your name, address and information on your account (bank, branch/transit number and account information). If you don't have a cheque, you can download a **Direct Deposit Request** or **Void Cheque** from your banking account online or request one from your branch. Your name, address and other information on this form **must** match exactly to your void cheque or direct deposit request.

**Direct Deposit Cancellation Reason** – payments are required to be made through direct deposit to your bank account. If you are cancelling direct deposit, please indicate the reason why:

**Authorization** – by signing below, I declare the designated bank account is in my name, or I am a joint holder of the designated bank account, and I authorize direct deposit to it. I understand the Ministry of Social Services will deposit monetary funds to the designated account and that once deposited, I am fully responsible for the funds.

I am aware that I am responsible for ensuring a deposit to my account is made before authorizing withdrawals and for bank service charges. I am responsible for notifying the Ministry of Social Services if benefits have not been deposited. I agree that I or the Government of Saskatchewan can cancel this agreement at any time.

Signature

Date

Office Use Only

Entered By:

Verified By:

## IMPORTANT INFORMATION

Payments are required to be made through direct deposit to your bank account. Under certain circumstances, the unit administration may waive the requirement for direct deposit.

Direct deposit provides the fastest, easiest, safest and most reliable way to receive your benefit payments. When you use direct deposit, benefits go directly to your bank account. This ensures you receive your benefit on time, and helps prevent cheque loss, theft or misplacement.

To set up direct deposit, you require a bank account. If you do not have a bank account, set one up as soon as possible. If you receive benefits from other Income Assistance programs not listed on page 1 of this form, such as the Saskatchewan Rental Housing Supplement or the Saskatchewan Employment Supplement, please contact that program area to set up, update or cancel direct deposit for that program.

Before completing the Direct Deposit Authorization form, please read the following:

- Make sure you have checked only one of the following options at the top of this Direct Deposit Authorization form:
  - Enrol for Direct Deposit: if this is your first-time application or if you would like to change to direct deposit. Complete all sections on the form that apply and sign.
  - Change Direct Deposit Information: if you would like to change your banking or other information. Complete all sections on the form that apply and sign.
  - Cancel Direct Deposit: if you want to cancel direct deposit. You will have to provide a reason why you are making this request and sign.
- If you do not have cheques, you can often download a Void Cheque or Direct Deposit request form through your bank's website. If you are having trouble finding this feature, contact your bank for assistance. The void cheque must have your name, address and pre-printed numbers indicating the bank, branch/transit and account numbers.
- Ensure you review the Authorization section carefully and understand your responsibilities. Ensure you sign and date the Direct Deposit Authorization.
- When completed, return this form by any one of the following three methods:

Email: [micasevendordirectdeposit@gov.sk.ca](mailto:micasevendordirectdeposit@gov.sk.ca)

Mail: P.O. Box 2405 Stn. M.  
Regina, SK S4P 4L7

Drop off at any local Service Centre  
For questions, contact the Client Service Centre at 1-866-221-5200