



DIRECT DEPOSIT ENROLLMENT

To have your reimbursement deposited directly to your bank account, complete and return this form with your claim

OR

☐ I do not want direct deposit, please issue a paper cheque (tick box)

PART 1 – MEMBER INFORMATION

Policy number	ID number	Email address	
First name		Last name	
Street address	City	Province	Postal Code

PART 2 – ACTION REQUESTED

<input type="checkbox"/> Initial set-up of direct deposit	<input type="checkbox"/> My banking information has not changed since the last deposit
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☐ Change existing direct deposit information Effective date of change MM /DD/YYYY

PART 3 – FINANCIAL INSTITUTION INFORMATION

Attach your sample cheque marked VOID in the space below.

If you do not have a void cheque, attach a copy of the information from your bank that clearly indicates the transit number, financial institution number, and account number. The information must be for the account where you want the claim payments deposited.

HANDWRITTEN INFORMATION WILL NOT BE ACCEPTED

ATTACH VOID CHEQUE OR BANK PRINT OUT HERE

PART 4 – DIRECT DEPOSIT AUTHORIZATION

I understand that the personal information provided on this form will be collected and used to deposit payments into my account, as outlined in the privacy policy of the Sheet Metal Workers (Local 280) Health Benefit Plan.

I authorize the Sheet Metal Workers (Local 280) Health Benefit Plan to deposit payments due to me into my account until I provide further written notice. I agree that the Sheet Metal Workers (Local 280) Health Benefit Plan will not be liable for any payments based on this authorization and can discontinue direct deposits anytime.

I, on behalf of myself, my heirs, executors, administrators, and assigns, consent and agree that any funds paid to the bank after my death may be refunded to the Sheet Metal Workers (Local 280) Health Benefit Plan to be distributed to the person entitled to them under the terms of the policy.

Member name (please print)

Member signature

Date (mm-dd-yy)

DIRECT DEPOSIT

A safe, convenient and confidential way to receive your claim payments.

IT'S CONVENIENT

No more waiting for the letter carrier to deliver a cheque. Money is available as soon as it is deposited, even if you cannot get to the bank or are away.

IT'S SAFE

Unlike paper cheques, which can sometimes go astray or be forgotten in a jacket pocket, payments made through direct deposit always reach their destination.

IT'S CONFIDENTIAL

Your information is safe with us. As a health organization, we regularly receive and process confidential information, so our systems have been designed with security and confidentiality in mind.

IT'S FLEXIBLE

Signing up or changing your bank information can be initiated anytime.

QUESTIONS YOU MAY HAVE

HOW WILL I KNOW THAT MY CLAIM PAYMENT HAS BEEN DEPOSITED?

Your bank statement will indicate an electronic payment has been made to your account.

WHAT HAPPENS IF THE DIRECT DEPOSIT FAILS?

The direct deposit procedure could fail if a bank account is closed or the account number on file is incorrect. We will mail you a cheque if the banking information is not corrected.

DO YOU CHARGE FOR THIS SERVICE?

No. We provide this convenient service at no charge to you.

IF I SIGN UP FOR DIRECT DEPOSIT, HOW CAN I BE SURE THAT NO ONE ELSE WILL HAVE ACCESS TO MY ACCOUNT?

Your banking information is safe with us. As a health organization, we regularly receive and protect confidential information. Our access to your account is limited to depositing claim payments. Only you can authorize withdrawals from your account.

Receiving your money through direct deposit is more reliable and confidential than being paid by cheque because fewer steps are involved in the delivery and deposit of your claim payment.