

Family Maintenance Enforcement Program Direct Deposit Application Form

Completion Instructions:

- You can use this form to request direct deposit or to change your direct deposit information. You can also register for direct deposit online on our website at fmep.gov.bc.ca.
- Direct deposit is only available for Canadian funds to Canadian financial institutions.
- In order to deposit your payments to your bank account, we need some information from you. Please complete Section A.
- Complete Part B of this form with your bank account information. Attach a copy of an original voided personalized cheque, encoded deposit slip or other supporting documentation from your financial institution that confirms your account information. If supporting documentation is not available, please contact your bank for assistance with completing the form.
- Send the completed form to:
FMEP Payment Services
Box 9233, Victoria, BC V8W 9J1
or by fax to 250 220-4061

This Direct Deposit Application is for a: Recipient Payor *see reverse side

Section A - Personal Information			
Last Name	First Name	Middle Initial:	FMEP Case Number(s)
Address: Street Number and Name / Apartment Number			FMEP PIN (if known)
City/Town	Province	Postal Code	Phone Number (include area code)
Signature		Date	

Section B - Banking Information (do not complete if you are attaching a personalized void cheque)		
Bank Number	Transit Number	Account Number
Name of Bank or Financial Institution		Branch
Branch Address: Street Number and Name		
City/Town	Province	Postal Code

Attach your personalized void cheque here

The information on this form is collected pursuant to Sections 26 of the *Freedom of Information and Protection of Privacy Act* and under the authority of Section 43 of the *Family Maintenance Enforcement Act*. In accordance with the legislation, information provided will be used by FMEP to deposit payments in the bank account stated above and may be used for the purposes of monitoring and enforcing your maintenance order or agreement. If you have any questions about the collection and use of this information, go to the FMEP website regarding our privacy protection policies.

Direct Deposit Information

Getting your payments by direct deposit is the most secure way of receiving a payment. Funds go directly to your bank account, eliminating the time it takes for a cheque to come in the mail and for you to deposit it.

You can also sign up for direct deposit online through your FMEP web account on our website fmep.gov.bc.ca instead of completing and mailing in the application form.

Your banking information is secure and kept confidential as all information held by FMEP is protected by the *Family Maintenance Enforcement Act* and the *Freedom of Information and Protection of Privacy Act*.

If you change banks or accounts, you will need to:

- sign into your FMEP web account and change your direct deposit banking information; or
- send us another direct deposit application form.

If you change your address, even if your bank and account remains the same, you will need to let us know your new address in case we need to contact you.

If you experience a problem with a direct deposit and you do not receive the payment, please notify us in writing right away.

Recipient (person receiving maintenance)

- As a recipient you are required to receive your payments by direct deposit.
- If you are receiving payments from more than one payor, all your payments will be direct deposited into your bank account.
- To find out when we have made a direct deposit to your bank account you can sign into your FMEP web account or call InfoLine.
- You can sign up to be notified by email when we deposit a maintenance payment into your bank account. Sign into your FMEP web account and set this up under your account settings.

Payor (person paying maintenance)

- As a payor you have the option to receive funds by direct deposit if FMEP has payments to return to you.
- You can cancel direct deposit at any time.