Canada Revenue Agency | Agence du revenu du Canada

Direct Deposit Request – Individuals

Use this form to **start** direct deposit for the following amounts:

- your income tax refund, goods and services tax/harmonized sales tax credit including certain related provincial payments, and working income tax benefit advance payments;
- your Canada Child Tax Benefit payments including certain related provincial and territorial payments; and
- your Universal Child Care Benefit payments.

Also use this form to **change information** you already gave us. For more information, see the back of this form.

Identification

First name and initial | Last name

Your social insurance number

Mailing address: Apt. No. – Street No. Street name

Is this a new address?

Yes ☐ 1 No ☐ 2

PO Box | RR

If *yes*, enter the date you moved.

City | Prov./Terr. | Postal code

Year | Month | Day

Check the box(es) below to show your choice(s).

Income tax refund, goods and services tax/harmonized sales tax (GST/HST) credit, and working income tax benefit (WITB) advance payments

☐ Check this box to have your income tax refund, GST/HST credit, and WITB advance payments deposited into your bank account held in Canada. Attach a blank cheque with the banking information encoded on it and write "VOID" across the front, **or** complete the banking information area below (see the example on the back).

Branch number (5 digits)	Institution number (3 digits)	Account number (maximum 12 digits)
460	461	462

Canada Child Tax Benefit (CCTB)

463 ☐ Check this box to have your CCTB payments deposited into the **same bank account** held in Canada as your income tax refund, GST/HST credit, and your WITB advance payments.

☐ Check this box to have your CCTB payments deposited into a **different bank account** held in Canada. Attach a blank cheque with the banking information encoded on it and write "VOID – CCTB" across the front, **or** complete the banking information area below (see the example on the back).

Branch number (5 digits)	Institution number (3 digits)	Account number (maximum 12 digits)
471	472	473

Universal Child Care Benefit (UCCB)

491 ☐ Check this box to have your UCCB payments deposited into the **same bank account** held in Canada as your income tax refund, GST/HST credit, and WITB advance payments.

492 ☐ Check this box to have your UCCB payments deposited into the **same bank account** held in Canada as your CCTB payments.

☐ Check this box to have your UCCB payments deposited into a **different bank account** held in Canada. Attach a blank cheque with the banking information encoded on it and write "VOID – UCCB" across the front, **or** complete the banking information area below (see the example on the back).

Branch number (5 digits)	Institution number (3 digits)	Account number (maximum 12 digits)
493	494	495

Certification

I, as the person entitled to receive the payments, authorize the Receiver General to deposit the payments described above into the above-noted bank account(s) until further notice.

Signature | Telephone number | Date

(Vous pouvez obtenir ce formulaire en français à **www.arc.gc.ca** ou au **1-800-959-3376**.)

Canada

More information

- Do not complete this form if you already use the direct deposit service and your banking information has not changed.
- If you are changing any bank account held in Canada into which we deposit a payment, be sure to tell us about your new bank account. In addition, make sure you do not close the old bank account before we deposit the payment into the new bank account.
- If your financial institution in Canada notifies us of a change in your banking information, we will deposit your payments into the new bank account held in Canada as soon as we have updated your file.
- If, for any reason, we cannot deposit your payment into the bank account held in Canada, we will mail a cheque to you at the mailing address we have on file.
- Your direct deposit request will stay in effect until you change the information or cancel the service.
- To cancel direct deposit service for one or more of these payments, contact us at **1-800-959-8281**.
- If you need help to complete this form, contact us at **1-800-959-8281**.
- Send your completed form to one of the offices listed below.

St. John's Tax Centre
PO Box 12071 Stn A
St. John's NL A1B 3Z1

Summerside Tax Centre
275 Pope Rd Suite 102
Summerside PE C1N 5Z7

Jonquière Tax Centre
PO Box 1900 Stn LCD
Jonquière QC G7S 5J1

Shawinigan-Sud Tax Centre
PO Box 3000 Stn Bureau-Chef
Shawinigan-Sud QC G9N 7S6

Sudbury Tax Services Office
PO Box 20000 Stn A
Sudbury ON P3A 5C1

Winnipeg Tax Centre
PO Box 14000 Stn Main
Winnipeg MB R3C 3M2

Surrey Tax Centre
9755 King George Highway
Surrey BC V3T 5E1

Example

- **Income tax refund, GST/HST credit, and WITB advance payments:**
  (For details on GST/HST payments, see Pamphlet RC4210, *GST/HST Credit*, and for details on WITB advance payments, see Form RC201, *Working Income Tax Benefit Advance Payments Application*.) Enter the branch number in area 460, the institution number in area 461, and your complete bank account number (held in Canada) in area 462 (see the example below). You can find these numbers in your passbook, on your bank statement, encoded deposit slip, or cheque, or by contacting your financial institution in Canada.

- **CCTB:**
  (For details on these payments, see Pamphlet T4114, *Canada Child Benefits*.) Enter the branch number in area 471, the institution number in area 472, and the complete bank account number (held in Canada) in area 473 (see the example below). You can find these numbers in your passbook, on your bank statement, encoded deposit slip, or cheque, or by contacting your financial institution in Canada.

- **UCCB:**
  (For details on these payments, see Pamphlet T4114, *Canada Child Benefits*.) Enter the branch number in area 493, the institution number in area 494, and the complete bank account number (held in Canada) in area 495 (see the example below). You can find these numbers in your passbook, on your bank statement, encoded deposit slip, or cheque, or by contacting your financial institution in Canada.

1 This is the cheque number (do not enter this number).
2 This is the branch number (5 digits).
3 This is the institution number (3 digits).
4 This is the bank account number used for direct deposit.

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