



Direct Deposit Request for Children's Special Allowances (CSA)

If you are an **agency**, complete **Part A** of this form to have monthly children's special allowances (CSA) payments deposited directly into your CSA account at a financial institution.

If you are a **foster parent**, use **Part B** to have monthly CSA payments deposited directly into your CSA account at a financial institution.

Send this form to one of our tax centres listed on the back.

To change or cancel a direct deposit request, complete a new copy of this form.

For more information, see the back of this form.

Part A – To be completed by government departments, agencies, or institutions that are eligible for CSA payments.

Section 1 – Agency identification				
Name of department, agency, or institution			Business number	
Mailing address (Apt No – Street No Street name, PO Box, RR)				
City	Province or territory:	Postal code	Telephone number	
Tick one box only <input type="checkbox"/> 1. Start direct deposit <input type="checkbox"/> 2. Change direct deposit information <input type="checkbox"/> 3. Cancel direct deposit				

Section 2 – Routing information
Attach to this form a blank agency cheque marked "VOID."

Section 3 – Agency authorization
I, _____, of _____, am the chief executive officer of the agency, and the authorized signing officer for the purpose of completing this form. I authorize the Receiver General to directly deposit the monthly CSA payments into the account noted on the attached cheque. This authorization will remain in effect until further notice.
_____ <small>Authorized signature of chief executive officer of agency</small> _____ <small>Telephone number</small> _____ <small>Date (yyyy-mm-dd)</small>

Part B – To be completed by foster parents currently receiving CSA's payments directly from the Canada Revenue Agency, at the request of a department, agency, or institution (the request must have been made on Form RC64, *Children's Special Allowances*).

Section 1 – Foster parent identification				
Name of foster parent (First name, initial and last name)			Do not use this area	
City			Postal code	
Province or territory:			Telephone number	
Tick one box only <input type="checkbox"/> 1. Start direct deposit <input type="checkbox"/> 2. Change direct deposit information <input type="checkbox"/> 3. Cancel direct deposit				

Section 2 – Routing information			
Attach to this form a blank cheque marked "VOID," or complete the banking information area below (see the example on the back).			
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; text-align: center;"> Branch number (5-digit number) <div style="border: 1px solid black; width: 100%; height: 15px; margin-top: 5px;"></div> </td> <td style="width: 33%; text-align: center;"> Institution number (3-digit number) <div style="border: 1px solid black; width: 100%; height: 15px; margin-top: 5px;"></div> </td> <td style="width: 33%; text-align: center;"> Account number (12-digit number maximum) <div style="border: 1px solid black; width: 100%; height: 15px; margin-top: 5px;"></div> </td> </tr> </table>	Branch number (5-digit number) <div style="border: 1px solid black; width: 100%; height: 15px; margin-top: 5px;"></div>	Institution number (3-digit number) <div style="border: 1px solid black; width: 100%; height: 15px; margin-top: 5px;"></div>	Account number (12-digit number maximum) <div style="border: 1px solid black; width: 100%; height: 15px; margin-top: 5px;"></div>
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Section 3 – Foster parent authorization
I, _____, am the foster parent authorized to receive monthly CSA payments, and I authorize the Receiver General to directly deposit the monthly CSA payments into my account. This authorization will remain in effect until further notice.
_____ <small>Authorized signature of foster parent</small> _____ <small>Telephone number</small> _____ <small>Date (yyyy-mm-dd)</small>

Personal information is collected under the *Income Tax Act* to administer tax, benefits, and related programs. It may also be used for any purpose related to the administration or enforcement of the Act such as audit, compliance and the payment of debts owed to the Crown. It may be shared or verified with other federal, provincial/territorial government institutions to the extent authorized by law. Failure to provide this information may result in interest payable, penalties or other actions. Under the *Privacy Act*, individuals have the right to access their personal information and request correction if there are errors or omissions. Refer to Info Source at www.cra.gc.ca/gncy/tp/nfsrc/nfsrc-eng.html, Personal Information Bank CRA PPU 063.



General information

Advantages of direct deposit

Direct deposit is a convenient, dependable, and time-saving way to get payments. There is little risk of direct deposit payments being lost, stolen, or damaged, as can happen with cheques.

How to complete this form?

If you are an **agency**, complete Part A of this form. We will deposit the monthly children's special allowances (CSA) payments directly into the agency's CSA account at a financial institution in Canada.

If you are a **foster parent**, complete Part B of this form. We will deposit the monthly CSA's payments directly into your account at a financial institution in Canada.

What conditions apply?

- This authorization is only for the direct deposit of monthly CSA payments.
- **You do not have to complete this form every year.** This request will remain in effect until you submit a new Form RC113, *Direct Deposit Request for Children's Special Allowances*, to either change your direct deposit information, or to cancel the service.
- The account specified in Part A, Section 2, must be in the name of the CSA agency and hold Canadian funds at a financial institution in Canada. If the financial institution advises us of a change in the CSA agency's bank account information provided, we may deposit the payments into the new account.
- The account specified in Part B, Section 2, must be in the name of the CSA foster parent and hold Canadian funds at a financial institution in Canada. If the financial institution advises us of a change in the foster parent's bank account information provided, we may deposit the payments into the new account.
- If you change any account into which we deposit a payment, do not close the old account until we start to deposit the payment into the new account.
- We are not responsible for problems that occur because of incomplete or incorrect information.

For more information

For more information, go to www.cra.gc.ca/benefits or call **1-800-387-1193**.

To get our forms and publications, go to www.cra.gc.ca/forms or call **1-800-387-1193**.

Where do you send this form?

Send this completed form to the tax centre that serves your area. Use the chart below to find out the address.

If your tax services office is located in:	Send your correspondence to the following address:
British Columbia, Regina or Yukon	Surrey Tax Centre 9755 King George Boulevard Surrey BC V3T 5E1
Alberta, London, Manitoba, Northwest Territories, Saskatoon, Thunder Bay, or Windsor	Winnipeg Tax Centre PO Box 14005, Station Main Winnipeg MB R3C 0E3
Barrie, Sudbury (the area of Sudbury/Nickel Belt only), Toronto Centre, Toronto East, Toronto North, or Toronto West	Sudbury Tax Centre 1050 Notre Dame Avenue Sudbury ON P3A 5C1
Laval, Montréal, Nunavut, Ottawa, Rouyn-Noranda, Sherbrooke, or Sudbury (other than the Sudbury/Nickel Belt area)	Shawinigan-Sud Tax Centre 4695 12e Avenue Shawinigan-Sud QC G9P 5H9
Chicoutimi, Montérégie-Rive-Sud, Outaouais, Québec, Rimouski, or Trois-Rivières	Jonquière Tax Centre PO Box 1900, Station LCD Jonquière QC G7S 5J1
Kingston, New Brunswick, Newfoundland and Labrador, Nova Scotia, Peterborough, or St. Catharines	St. John's Tax Centre PO Box 12071, Station A St. John's NL A1B 3Z1
Belleville, Hamilton, Kitchener/Waterloo, or Prince Edward Island	Summerside Tax Centre 102 – 275 Pope Road Summerside PE C1N 5Z7

Example for Part B, Section 2, for foster parents only

Enter the branch number, the institution (transit) number, and your complete account number in the areas provided (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.

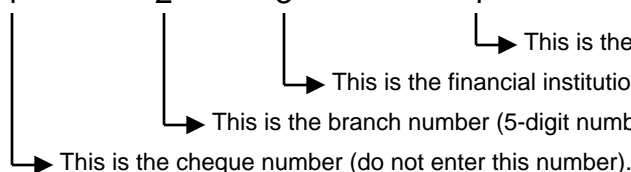
⑈ 9999 ⑈ ⑆ 999999 ⑈ 9999⑆ 9999 ⑈ 9999 ⑈ 9999 ⑈ 9⑈

1

2

3

4



→ This is the account number used for direct deposit.

→ This is the financial institution number (3-digit number).

→ This is the branch number (5-digit number).

→ This is the cheque number (do not enter this number).