

EMPLOYER'S REQUEST/CHANGE FOR DIRECT DEPOSIT

(Paying Compensation on Assignment)

See reverse for additional information

WCB Account Number:
Industry Number:
Email Address:

A Employer Information

Business Name or Government Department (Please print):			
Mailing Address: Unit	Street	City/Town	Province
			Postal Code
Employer Contact Name:	Telephone Number	Fax Number	

B Action Request

<input type="checkbox"/> Start Direct Deposit Date (Year / Month / Day)	<input type="checkbox"/> Change Direct Deposit Date (Year / Month / Day)	<input type="checkbox"/> End Direct Deposit Date (Year / Month / Day)
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The banking information will be used for all future payments and claims until the WCB is advised otherwise. Contact WCB immediately if your company bank account changes.

C Direct Deposit Information (Complete one of the following choices)

Chequing Account Instructions:

- Attach a **cheque** with the company name, address and bank account information.
- Print VOID across the front of the **cheque**.
- Return the completed form with the VOID **cheque**.

Or

Savings / Deposit Account Instructions:

-To be completed by the companies financial institution and **MUST** be stamped when a void cheque is not provided

Branch Number 5 characters
_ _ _ _

Bank ID 3 characters
0 _ _

Account Number can be up to 12 characters
_ _ _ _ _ _ _ _ _ _ _

Name(s) of account holder(s)

Financial institution name, address and postal code
(Stamp may be used)

D Authorization

I authorize The Workers' Compensation Board to make arrangements to deposit payment(s) I receive from them into the bank account shown above. I understand I must notify The Workers' Compensation Board if I change or close my bank account.

Applicant's Signature	Printed Name	Date	Telephone Number
_____	_____	_____	_ _ _ _ _ _ _ _ _ _ _

Additional Information

If you require further information, call a WCB representative at: Edmonton 780-498-4262 or 780-498-4316 or 780-498-4619

You can also call our Claims Contact Centre numbers: Edmonton 780-498-3999 Toll free in Alberta 1-866-922-9221
Calgary 403-517-6000 Toll free outside Alberta 1-800-661-9608

Send completed application to: **Mail:** The Workers' Compensation Board - Alberta **Fax:** 780-498-7776
PO Box 2415 1-800-661-1993 (Toll Free)
Edmonton AB T5J 2S5

Business Information:

- Information collected on this form will be used to make direct deposit payments to a business bank account.
- Collection of information is authorized under Section 33 of the Freedom of Information and Protection of Privacy (FOIP) Act.

Banking Information:

- If the void cheque is not pre-printed with the account holders' name and address, then a copy of the bank statement containing the name and account information including the bank code and branch number is required.
- This service will allow payments to be directly deposited to an account at any Canadian financial institution but is NOT available for deposit to RRSP accounts.
- Processing of this application will take approximately 2 weeks from the date WCB receives the documents.
- Please ensure that any change(s) to the financial institution or bank account are immediately reported to the Workers' Compensation Board.
- The direct deposit request will stay in effect until a change request is submitted or the service is cancelled.

Questions you may have.....

What is Direct Deposit?

Direct Deposit payment service is a voluntary electronic payment service where payments are deposited directly into a designated bank account. This convenient service is provided by the WCB at no charge.

Who can sign up for this service?

This service is available to any employer who pays compensation benefits to the injured worker for WCB.

What payments can be issued by direct deposit?

Any payments issued to employers for an injured worker are eligible to be paid by direct deposit. All WCB claims payments for that employer will be deposited to the bank account indicated on the form.

How can Direct Deposit payments be issued?

Direct Deposit payments can be issued to a chequing, savings or deposit account at any Canadian financial institution.

What payment options cannot be used for Direct Deposit payments?

- payments split between different bank accounts
- when a portion of a payment needs to be routed elsewhere
- a portion paid as Direct Deposit and the remaining paid as a cheque

How will I know that a payment has been deposited?

Your bank statement will indicate an electronic payment has been made to your account. Payment information can be accessed through LCR reporting by signing into myWCB on the WCB website. Please call 1-866-922-9221 for more information.

If I sign up for direct deposit how can I be sure that no one else will have access to the account?

The banking information is safe with WCB. Receiving money through direct deposit is actually more reliable and confidential than being paid by cheque because fewer steps are involved in the delivery and deposit of the payment. We regularly receive and protect confidential information. Our access to the account is limited solely to the depositing of payments.

What happens if the direct deposit was not successful?

If a bank account is no longer open, or the account number we have on file is incorrect, the direct deposit procedure could fail. In this case we will issue the payment by cheque until the incorrect or missing information is obtained.

Where do I get a form?

An Employer's Request/Change for Direct Deposit form (C975) is available on our web site at www.wcb.ab.ca or can be obtained from our office:
WCB Edmonton 9912 107 Street Edmonton AB T5K 1G5

Does WCB charge for this Service?

No. This service is provided by WCB at no charge.