

1 What would you like to do

- Start direct deposit
- Change direct deposit information
- Stop direct deposit

Effective date (mm/dd/yyyy): _____

2 Provide your contact information

Name of Company or Person: _____ Contact Person: _____

Address: _____

Phone: _____ Fax: _____ Email Address: _____

3 Give your banking information

This section is not required if you are stopping direct deposit.

OPTION 1

Please attach a personalized blank cheque with your bank information on it. Write void across the front.

OPTION 2

If you do not have a blank cheque, have your bank complete the following.

Name of bank: _____

Branch address: _____

Transit No.: Institution No.:

Account No.:

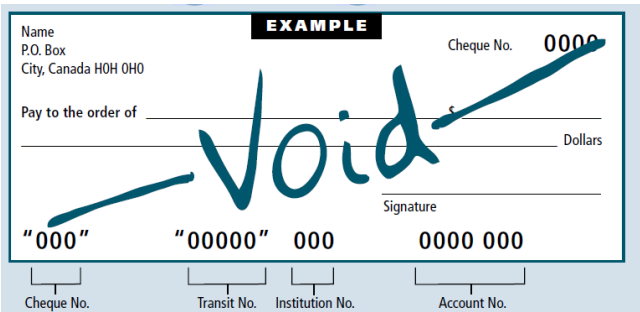
Phone number : _____

Authorized representative name: _____

Authorized representative signature: _____

Financial Institution

Stamp:



4 Authorize electronic payment

I authorize the Nova Scotia Provincial Housing Agency (NSPHA) to start, change or stop deposit, by electronic funds transfer, payments owed to me by the NSPHA and, if necessary, to debit entries and adjustments for amounts deposited electronically in error. The NSPHA will deposit the payments in the banking account designated above.

Authorized Signature: _____

Printed Name: _____

Date (mm/dd/yyyy): _____

5 Fax, Mail or E-Mail (Preferred) completed form and voided cheque to:

Nova Scotia Provincial Housing Agency

25 Kentucky Court, New Minas, NS, B4N 4N1

E-Mail: wrha.apnewminas@novascotia.ca

Phone: (902) 681-3179

Fax: (902) 681-0806

3 -3770 Kempt Road Halifax, NS B3K 4X8

E-Mail: mrha_accts_payable@novascotia.ca

Phone: (902) 420-6000

Fax: (902) 420-4663

8 Dolbin St., PO Box 1372, Sydney, NS B1P 6K3

E-Mail: cbiha-accounting@novascotia.ca

Phone: (902) 539-8520

Fax: (902) 539-0330