



Nova Scotia Public Service Superannuation Plan Direct Deposit Form

As part of the Nova Scotia Pension Services Corporation's policy to improve the reliability of payment of your monthly pension benefits, we wish to advise that a direct deposit transfer system is mandatory. This system will automatically credit your bank account with the net amount of your pension payment on the third last banking day of each month, rather than mailing the cheque to your home or bank. This system also eliminates the problem of lost cheques and guarantees that your pension payments will continue to reach your bank account in the event of a disruption or delay in postal service.

In order to initiate the direct deposit transfer system, you must have an active account with a chartered bank, credit union or trust company in Canada which participates in direct deposits through the Canadian Banking System.

Where the completed enrolment form is received by our office prior to the 10th day of a month, the direct deposit procedure will commence that month. Enrolment forms received after the 10th of a month will be processed for direct deposit for the following month. For your convenience, we are enclosing a direct deposit enrolment form which contains instructions for its completion.

Please note: a **notification of deposit (statement of earnings and deductions) which is normally shown on the cheque stub, will be mailed to your home address only when there is a change from the previous month in the amount of the net deposit of your pension payment. No notification of deposit will be issued when the net deposit remains unchanged from the previous month.**

Should you have any questions regarding the direct deposit transfer system or require assistance before completing the enrolment form, please contact our office. The completed form for all recipients should be forwarded directly to the address at the bottom of this letterhead.

**HAVE YOU CHANGED YOUR ADDRESS?
- PLEASE COMPLETE**

OLD ADDRESS (WITH POSTAL CODE)	NEW ADDRESS (WITH POSTAL CODE)



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Note: All information will be treated as private and confidential.

Instructions: Please return this form to the Nova Scotia Pension Services Corporation along with a voided cheque or have your bank complete and verify the information requested in the banking section below. The Nova Scotia Pension Services Corporation must be advised immediately in writing of any change in your mailing address, bank, branch, or account number. Failure to advise us of these changes may result in error and/or delay in payment of your pension.

Return this form to: Nova Scotia Pension Services Corporation, PO Box 371, Halifax, NS B3J 2P8

Client Section - This section to be completed by YOU.

I hereby authorize the NS Pension Services Corporation to use this information to affect payment of my monthly pension benefit. The NS Pension Services Corporation ensures this information will be protected in compliance with our Privacy Policy. I also acknowledge and agree that any payments made after the month in which I die or paid in error while I am alive are trust funds of the Public Service Superannuation Fund and are to be returned by me, my estate or my bank upon demand.

Please indicate name and complete mailing address:

_____	Social Insurance Number: _____
_____	Phone Number: _____
X _____	_____
Signature of Pensioner	Date

Banking Section - This section to be completed by your bank or attach a void cheque.

Bank Financial Institute: _____

Branch Address: _____

Province: _____

Postal Code: _____

Account Holder's Name: _____

Direct Payment Routing Number:

Inst. No.

Branch

Account No.

X _____

Signature of Banking Official

_____ Date

