



NWT Student Financial Assistance

# FORM E - PAYMENTS & FINANCIAL TRANSACTION AUTHORIZATION 'INDIVIDUAL'

**MUST BE COMPLETED TO RECEIVE YOUR MONEY**  
Financial Information System

**PLEASE PRINT**

## Do you want your payments deposited?

**Yes**, deposit into my bank account. (Payment notifications will be sent via Email to the noted address)

**No**, mail to my permanent mailing address. (Payment notifications will be sent via mail to permanent mailing address)

## IDENTIFICATION (Required for notification and verification purposes)

First Name		Middle Name	
Last Name	Social Insurance Number	Vendor Number (if available)	
Mailing Address			
City/Community		Territory/Province	Postal Code
Telephone	Email Address (print clearly)		

## AUTHORIZATION

I, as the person entitled to receive the payment(s), authorize the Government of Northwest Territories to, mail to my permanent address or deposit into my account, the payment(s) entitled to me, until further notice. This information will also be used to record and issue any other financial transactions or documents through the Financial Information System such as billings, payment statements, past-due notices and taxable benefit reports. I understand and agree to the Terms and Conditions listed on page 2 of this form.

X	
Signature	Date - YY/MM/DD

## BANK ACCOUNT INFORMATION (Leave blank to receive payment(s) by mail)

**Provide a void cheque or have your financial institution stamp this form or provide your bank's complete direct deposit authorization form.**

Financial Institution		
Branch Address		
Institution Number	Branch Number of Account Holder	Account Number
Name(s) of Account Holder(s)		<b>Financial Institution - Stamp Here</b>

**We cannot accept VISA chequing accounts or Personal Line of Credit chequing accounts.**

# PRIVACY STATEMENT

The Government of Northwest Territories (GNWT) is committed to respecting the personal privacy of individuals. All of the personal information you provide is protected by the *Access to Information and Protection of Privacy Act*. This means that, at the point of collection, you will be informed that your personal information is being collected, the purpose for which it is being collected, and you will be provided with contact information should you have questions about the information collected. This also means that your personal information will be protected from unauthorized access, collection, use, disclosure or disposal.

The use of any personal information by the GNWT or public agency will be limited to the uses identified at the time it was collected, however, any record that is in the control of the GNWT or public agency may be subject to disclosure, pursuant to the *Access to Information and Protection of Privacy Act*. Any disclosure not related to the purpose for which this information was collected, will be handled in accordance with the requirements of the *Access to Information and Protection of Privacy Act* to ensure the greatest protection of your personal privacy in the face of any required disclosure.

## Terms and Conditions

- This authorization is not an assignment of any right to receive payment and revokes all prior payment direction notifications applicable to these payments.
- This authorization may be cancelled or changed at any time with the submission of another authorization form.
- The information contained in this application form will be compiled and included in the GNWT's Financial System for Accountability database. The information in the system will only be accessed by employees of the GNWT, or agencies of the GNWT, who require the information to provide payments or correspondence. No personal information, other than the information now provided, will be included in the Financial Information System database.
- The information collected by the GNWT and included in the Financial System for Accountability and Management can be accessed and verified, and if necessary corrected, by the person the information concerns. Arrangements for review can be made by contacting Government Accounting at the following address:

Financial and Employee Shared Services  
Department of Finance  
Government of Northwest Territories  
Ph: 867-767-9174 ext. 15209  
Fax: 867-873-0110  
Email: financial\_shareservices@gov.nt.ca

## More Information

- Complete this form if you would like to make any changes to your personal information and/or if you wish to apply for direct deposit service.
- **Incomplete forms will be returned** with a notice requesting that the missing information be provided before any payment can be processed.
- If we cannot deposit your payment(s) to your account, we will mail a cheque to you at the address we have on file.
- **Mail, fax or drop off your completed form to the following address:**

NWT Student Financial Assistance Program  
Department of Education, Culture and Employment  
Government of Northwest Territories  
1st Floor, Lahm Ridge Tower  
4501 - 50th Avenue  
Box 1320  
Yellowknife, NT X1A 2L9  
Fax: 1-800-661-0893 / 867-873-0336