

# Bulletin



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| Bulletin Number<br><b>8102</b> | Date<br><b>August 7, 2008</b> | Direct inquiries to<br>Ministry of Health<br>and Long-Term Care<br>Processing Sites<br>(address below) |
| Distribution<br>Optometrists   |                               |  |

## **Subject: Changing Bank Account Information for Direct Deposit**

Effective immediately, the Ministry of Health and Long-Term Care has modified its procedures for changing bank account information for those health care providers who receive fee-for-service payments by direct deposit.

**These new procedures apply only if a provider is changing the current bank account to which funds are deposited. The new procedures apply to future changes to your banking information.**

**There is no requirement for you to confirm/reconfirm current banking information with the Ministry at this time if there has been no change to your banking information.**

In order to change your bank account information in future, the following documents must be sent to the ministry:

1. Completed and signed form #7698-84 (Application for Direct Bank Payment) located at, [http://www.health.gov.on.ca/english/providers/forms/form\\_menu/ohip\\_prof\\_fm.html](http://www.health.gov.on.ca/english/providers/forms/form_menu/ohip_prof_fm.html)
2. Void personal or corporate cheque

As part of the modified procedures to enhance security, ministry staff will also be confirming the change request details directly with providers. Information and privacy laws prevent ministry staff from accepting authentication from anyone other than the provider. Confirmation will take place via telephone.

When changing your bank account information, please do not close your old account until you start receiving payment into the new account.

If you have questions relating to these procedures, please contact your local ministry office.

| Processing Sites   |  |   |   |
|--|--|---|---|
| <b>Hamilton</b><br>119 King Street West, 10 <sup>th</sup> Floor<br>P.O. Box 2280, Stn A<br>L8P 4Y7 | <b>Kingston</b><br>1055 Princess Street, Suite 401<br>P.O. Box 9000<br>K7L 5A9 | <b>London</b><br>217 York Street, 5 <sup>th</sup> Floor<br>Station A<br>N6A 5P9 | <b>Mississauga</b><br>201 City Centre Drive<br>Suite 300<br>L5B 2T4 |
| <b>Oshawa</b><br>Executive Tower, Oshawa Centre<br>419 King Street West<br>P.O. Box 635 L1J 7J2    | <b>Ottawa</b><br>Fuller Building<br>75 Albert Street<br>K1P 5Y9                | <b>Sudbury</b><br>199 Larch Street<br>Suite 801<br>P3E 5R1                      | <b>Toronto</b><br>47 Sheppard Avenue East<br>Suite 505<br>M2N 7E7   |