

# Bulletin



Bulletin Number	Date	Direct inquiries to
4481	July 14, 2008	Ministry of Health and Long-Term Care Processing Sites
Distribution		(address below)
Physicians, Hospitals, Clinics and Laboratories		

## 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 medical claims payments by direct deposit.

In order to change your bank account information, the following documents are required to be sent to the ministry:

1. Completed and signed form #7698-84 (Application for Direct Bank Payment), [http://www.health.gov.on.ca/english/providers/forms/form\\_menus/ohip\\_prof\\_fm.html](http://www.health.gov.on.ca/english/providers/forms/form_menus/ohip_prof_fm.html)
2. Void personalized 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> 119 King Street West, 10 <sup>th</sup> Floor P.O. Box 2280, Stn A L8P 4Y7	<b>Kingston</b> 1055 Princess Street, Suite 401 P.O. Box 9000 K7L 5A9	<b>London</b> 217 York Street, 5 <sup>th</sup> Floor Station A N6A 5P9	<b>Mississauga</b> 201 City Centre Drive Suite 300 L5B 2T4
<b>Oshawa</b> Executive Tower, Oshawa Centre 419 King Street West P.O. Box 635 L1J 7J2	<b>Ottawa</b> Fuller Building 75 Albert Street K1P 5Y9	<b>Sudbury</b> 199 Larch Street Suite 801 P3E 5R1	<b>Toronto</b> 47 Sheppard Avenue East Suite 505 M2N 7E7