

## Medical Services Branch

### Direct Deposit Payment Request Form Non-Professional Corporation (PC)

Medical Services Branch requires a completed *Direct Deposit Payment Request Form Non-Professional Corporation* to set up direct payment to a specific bank account. If changes are required to an existing account and/or a new clinic is being added to your practice, a **NEW** Direct Deposit Payment Request Form **MUST** be completed.



If you are a practitioner billing as a **PROFESSIONAL CORPORATION**, please use Direct Deposit Payment Request Form Professional Corporation (Form MSB005).

Check one of the following:

Start a Direct Deposit

Change an existing Direct Deposit

PLEASE PRINT CLEARLY

Section 1 – Practitioner Information	
Full Name of Practitioner:	MSB Billing Number (4 digit):
Mailing Address (Please include City or Town):	Postal Code:
Email Address (This email address authorizes the Ministry of Finance to send payment notices or deposit advices via email)	
Section 2 – Clinic Information	
<p>If you are currently practicing in more than one clinic, and</p> <ul style="list-style-type: none"> <li>would like more than one payment deposited to the same bank account, indicate the additional clinic numbers for which payment is to be deposited to the same bank account. If there are more than 3 clinic numbers, add the additional clinic numbers below the boxes allocated for additional clinic numbers;</li> <li>would like payment(s) to be deposited to different bank accounts, you need to complete a Direct Deposit Payment Request Form for <b>EACH</b> clinic that has a different bank account.</li> </ul> <p>If you have a locum tenens using your billing number, you must complete and sign a separate Direct Deposit Payment Request Form for each locum tenens.</p>	
Clinic Number (3 digit)	Additional Clinic Numbers (if applicable)

**Section 3 – Account Holder**

It is a **mandatory** system requirement to provide the **name** of the bank account holder used at the bank (must be the person(s) who **owns** the bank account).

Bank Account Holder's Name: \_\_\_\_\_

**Section 4 – Banking Information****Complete A (PREFERRED) or B**

- A. Attach a current blank personal or company cheque over Section 4. All cheques should be marked as "VOID".

The payee's name and address **MUST** be pre-printed on the cheque.

# Attach VOID Cheque

- B. Have your financial institution complete and sign the following:

Branch (5 digit)	Institution (3 digit)	Account Number (12 digit)

Name and Address of Financial Institution:

Financial Institution Official's Signature and Stamp:

**Section 5 – Authorization**

I (the physician) hereby authorize direct deposit to the bank account as stated in Section 4. I (the physician) understand that the information provided herein will be used by the Government of Saskatchewan for the purposes of payment processing and accordingly is available to all departments of the Government of Saskatchewan for such purposes. Further, I (the physician) understand that this agreement may be cancelled at any time by myself or the Government of Saskatchewan by written notice. **PLEASE NOTE: THIS SECTION MUST BE SIGNED BY THE PHYSICIAN COMPLETING THIS FORM.**

Name:	Signature:
Title:	Date (dd/mm/yyyy):
Daytime Telephone Number: (    )	

<b>For Office Use Only</b>	<b>Supplier Site Name</b>	
	<b>Date Received in Finance</b>	
	<b>Received by</b>	
	<b>Date Entered on MIDAS</b>	
	<b>Entered by</b>	

For more information on completing this application, please contact the Medical Services Branch Financial Services Unit at (306) 787-2821 or [accountingunitmsb@health.gov.sk.ca](mailto:accountingunitmsb@health.gov.sk.ca). Please note that Direct Deposit information can take up to 7-10 business days to process.