

Ministry of
Community and
Social Services

Ministère des
Services sociaux
et communautaires



Social Policy Development Division
Ontario Disability Support Program Branch
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Website: <http://www.mcass.gov.on.ca/en/mcass/programs/social/odsp/index.aspx>

August 17, 2015

MEMORANDUM TO: College of Opticians of Ontario

FROM: Gloria Lee
Director
Ontario Disability Support Program

RE: **Updated Questions and Answers related to the
MCSS Vision Care Fee Schedule**

Please find attached a reformatted MCSS Vision Care Fee Schedule and an updated Questions and Answers document related to the MCSS Vision Care Fee Schedule.

As you may know, the MCSS Vision Care Fee Schedule was revised in November 2014. The format of the Schedule and an updated Question and Answer document has been developed based on our experience with the new Schedule, as well as feedback we have received from eye care professionals across Ontario.

As a reminder, the Vision Care Benefit is designed to provide ODSP recipients, their spouses and eligible dependents with assistance for the purchase of optical goods and services from eye care professionals.

The Schedule details the products and services which may be provided subject to certain maximum amounts.

The Schedule includes a basic range of lenses and frames that meets the needs of most ODSP clients.

We understand that some eye care professionals may have submitted claims using the old Schedule after November 2014. Please note that vision care claims based on the old schedule will be honored until **August 31, 2015**. Invoices under the old Schedule received after **August 31, 2015** will be sent back to the service provider for correction.

Also, we would like to apologize for the delay some of your members have been experiencing awaiting payment for items and services delivered to ODSP recipients. Please note that the Ministry is dedicated to reducing the current delay. To avoid mail delays, we have been encouraging service providers to setup electronic payment transfer with Ontario Shared Services, if they have not done so already.

If you have any questions related to Vision Care Invoices, please call 416-212-2345.

If you have any questions related to the Exceptional Circumstances policy, please call 1-844-809-2496.

If you have any policy questions related to the Vision Care Benefit or MCSS Vision Care Fee Schedule, please call 416-325-5352.

Yours truly,

Original signed by

Gloria Lee

Attachments

Ministry of Community and Social Services (MCSS)
Vision Care Fee Schedule
Updated Questions and Answers for Service Providers
August 2015

Invoices for Payment

1. Where do service providers submit invoices for payment?

There is no change in the payment process for invoices. The ODSP Vision Care Program is responsible for processing payments for vision care service providers.

Completed Authorization/Invoice for Vision Care forms (7730-1036) with a copy of the client's prescription should be mailed to:

Ministry of Community and Social Services
ODSP Vision Care Program
77 Wellesley Street West
Box 333
Toronto, ON M7A 1N3

The ODSP Vision Care Program will not evaluate requests for items outside of the MCSS Vision Care Fee Schedule.

The ODSP Vision Care Program can only process completed invoices. Incomplete invoices will be sent back to the service provider, which will delay payment processing.

2. How long will it take to receive payment?

There has been a delay in processing invoices due to volume and service providers using the previous schedule. The current processing time for correctly completed invoices is approximately 30 to 60 days. The program is implementing improvements to reduce processing time to the 30 day standard.

3. Is there a way to receive payment faster?

The Ministry encourages service providers to sign-up for Electronic Funds Transfer. To setup, vision care providers should complete the attached *Supplier Registration and Application for Direct Deposit/Electronic Funds Transfer* form using the attached guide and send it directly to Ontario Shared Services. Also the guides and forms can be accessed at <https://www.doingbusiness.mgs.gov.on.ca>.

4. Do service providers have to send the prescription with the Authorization/Invoice for Vision Care form?

Yes. The ODSP Vision Care Program will not provide payment without a copy of the prescription. Service providers are expected to send a copy of the recipients' prescription along with the completed Authorization/Invoice for Vision Care form to the ODSP Vision Care Program to ensure timely processing of payment.

5. Can service providers charge a "Treatment Service Fee" to MCSS recipients in addition to lenses and frames under the MCSS Vision Care Fee Schedule?

No. The treatment service fee is included in the price of the items listed in the schedule. The "Treatment Service Fee" on the *Authorization/Invoice for Vision Care* forms should be disregarded. Lenses and frames must be invoiced using the retail model instead of the dispensing fee model.

MCSS Vision Care Fee Schedule

Lenses

6. Is the pricing listed in the MCSS Vision Care Fee Schedule for one lens or both lenses?

The pricing listed on the MCSS Vision Care Fee Schedule is for both lenses.

7. Is there a formula for calculating the lens cost for balance lens?

There is no formula for calculating the lens cost for balance lens. If a recipient has a balance lens, the service provider is to bill according to the lens style (e.g. single vision, progressive etc.).

8. What if an ODSP recipient cannot adapt to wearing bifocal/trifocal/progressive lenses?

If a recipient cannot adapt to wearing bifocal, trifocal or progressive lenses and requires 2 separate pairs of eyeglasses to correct their vision (one for reading and one for distance), the following steps must be taken:

- 1) The prescriber must indicate on the prescription that the recipient cannot adapt to bifocal/trifocal/progressive lenses and that the recipient requires 2 pairs of eyeglasses.
- 2) The recipient takes their prescription(s) to their caseworker and requests to have two Authorization/Invoice for Vision Care forms (one for each pair of eyeglasses).
- 3) The recipient then takes both of these forms with their prescription to the vision care service provider of their choice.
- 4) The service provider fills out Section B of the Authorization/Invoice for Vision Care for each form and submits both completed forms with the prescription(s) to the ODSP Vision Care Program for payment.

9. a) For high index lenses, the parameters set out in the schedule are 8 diopters or above. Do we use a combination of sphere and cylinder, or sphere only?

For high index lenses, the combination of sphere and cylinder can be used to total more than 8 dioptres.

b) What if there is a combined power of 8 diopters in only one eye? Is the recipient eligible to receive high-index lenses, even though the other eye is below 8 diopters?

If a recipient has a combined power of 8 diopters in only one eye, they are eligible to receive high-index lenses under the MCSS Vision Care Fee Schedule. The criteria for 8 diopters must be met in at least one eye.

Frames

10. What is the policy pertaining to replacement of frames?

If a replacement is approved, the current lenses should be placed in the new frames if the existing lenses are satisfactory. If the existing lenses are not satisfactory, or if it is impractical to re-edge the lenses into new frames, new lenses will be authorized. The vision care provider is the party responsible for determining whether the existing lenses are satisfactory for re-edging.

Tints and Coatings

11. Does the new fee schedule allow for coverage of tints including photochromic tints (i.e. transitions and colormatic, etc.)?

Yes. Lens tints will only be covered when they are prescribed by an optometrist or ophthalmologist for medically necessary eye or vision conditions. The service provider should not go through the Exceptional Circumstances process for these items. No additional approval is required. The fee schedule has designated codes for tints including photochromic tints (i.e. transitions and colormatics). The prescriber must indicate on the prescription that the recipient requires the lens tints for coverage to be approved.

Anything that is prescribed as necessary for the patient and listed on the Schedule will be approved with a completed Authorization/Invoice for Vision Care (subject to restrictions defined in the Schedule).

12. Does the new fee schedule allow for coverage for UV coating?

Yes. UV coating is available on the fee schedule. UV coating would be considered a Solid Tint and would be covered under **Code 013**.

The provider should not go through the Exceptional Circumstances process for this item.

13. Can I bill for anti-reflective coating on standard lenses (CR39 or polycarbonate lenses) on the schedule?

No. Anti-reflective coating is not available for standard lenses on the schedule. If a recipient has an exceptional medical circumstance necessitating anti-reflective coating, you may submit a Vision Care (Exceptional Circumstances) form to the Ministry for review.

For high-index lenses, anti-reflective coating is included in the price of the lens. Please refer to the fee schedule for more details.

Vision Care Exceptional Circumstances

14. What constitutes a Vision Care Exceptional Circumstances request?

There are two criteria that must be met in order to be considered a Vision Care Exceptional Circumstances request:

- The requested item(s) is not on the MCSS Vision Care Fee Schedule and;
- The client has an exceptional medical circumstance necessitating the requested item.

For example, the prescriber has indicated that a client requires flex-frames due to epilepsy. Flex frames are not available on the MCSS Vision Care Fee Schedule, and epilepsy would be considered as an exceptional medical circumstance.

What items must be included in a Vision Care Exceptional Circumstances request?

The service provider must provide the following information for each Vision Care Exceptional Circumstances request:

- A copy of the Authorization/Invoice for Vision Care Form (7730-1036). Please do not send the original Authorization/Invoice for Vision Care Form, as this will delay payment.
- Completed Vision Care Benefit (Exceptional Circumstances) (Form 3183E 2014/11) including:
 - Description of item(s)/service(s) being requested;
 - Cost of the item(s)/service(s) being requested; and,
 - Clinical rationale and diagnosis for the requested item(s)/service(s).

The Vision Care Benefit (Exceptional Circumstances) (Form 3183E 2014/11) is available to service providers on the Ontario Shared Service Forms repository web portal: <http://www.forms.ssb.gov.on.ca> and search for Form 3183E

Service providers must send the copy of the Authorization/Invoice Form and the Vision Care Benefit (Exceptional Circumstances) form to:

**Ministry of Community and Social Services
ODSP Vision Care Exceptional Circumstances
77 Wellesley Street West
Box 460
Toronto, ON, M7A1N3**

Clients should be advised that the service provider must obtain pre-authorization for items outside of the schedule prior to providing the service.

MCSS will notify both the client and the service provider of the decision within 30 business days.

If the decision is approved, the service provider should complete the order and send a claim to the Ministry for payment. If the decision was not approved, the service provider is encouraged to discuss options with the client, which include items on the fee schedule.

15. Will the Authorization/Invoice for Vision Care expire if an Exceptional Circumstance request is made to the Ministry, since it may take longer than 30 days before I provide service?

No. The Authorization/Invoice for Vision Care will not expire if an Exceptional Circumstance request is made to the Ministry. The Ministry will aim to review Exceptional Circumstances requests and provide a response within 30 business days.

Ministry of Community and Social Services
Vision Care Fee Schedule

Table of Contents

- 1. ODSP Vision Care Benefitpage 3
- 2. Eligibility.....page 3
- 3. Lenses page 4
- 4. Tints (solid, gradient, and photochromic).....page 4
- 5. Frames.....page 4
- 6. Replacement lenses and frames.....page 4
- 7. Submission of Authorization/Invoice for Vision Care.....page 5
- 8. Fee Schedulepage 6
- 9. Exceptional Circumstancespage 8

Ministry of Community and Social Services
Vision Care Fee Schedule

Intent

The Ontario Disability Support Program (ODSP) Vision Care Benefit provides assistance to eligible individuals with the purchase of optical goods and services from eye care professionals.

Coverage of vision care benefits is limited to basic eyewear and replacements.

This schedule sets out allowable amounts for lenses and frames for those eligible for eyeglasses under ODSP Vision Care Benefit.

Payments provided by the Ministry will not exceed the amounts shown in the Ministry of Community and Social Services (MCSS) Vision Care Fee Schedule (see page 6 and 7).

If the cost of the lenses and/or frames exceeds the approved amount, the client is responsible for paying the difference in cost directly to the supplier. Any additional costs not covered by the schedule must be fully disclosed to, and accepted by, clients prior to the commencement of the service.

Who is Eligible

The benefits outlined in this Schedule are available to the following clients:

- ODSP recipients, their spouses and dependent children (0-17 years)
- Clients in receipt of the Extended Health Benefit, their spouses and dependent children (0-17 years)
- Persons eligible for the Transitional Health Benefit, their spouses and dependent children (0-17 years)
- Children receiving Assistance for Children with Severe Disabilities (ACSD)

Who is not eligible for benefits outlined in this Schedule

- Dependants of ODSP recipients 18 years and over other than the recipient's spouse.

Note: Municipalities may provide coverage for ODSP dependent adults as a discretionary benefit.

Frequency and Limits

All eligible beneficiaries may receive new lenses and frames every 3 years, when necessary. (See below for further information).

Children may receive new lenses anytime there is a change in prescription.

Lenses

Basic single vision lenses will be plastic (either CR-39 or polycarbonate) with scratch resistant coating on both inner and outer surfaces.

Basic multifocal lenses will be plastic progressive addition lenses (either CR-39 or polycarbonate) with scratch resistant coating on both inner and outer surfaces.

Straight Top (ST) bifocal lenses will be available for eligible beneficiaries who have an established preference or special needs that require the use of ST bifocal lenses.

High Index Lenses

High index lenses are available for those with high refractive corrections (having a dioptric value of 8 dioptres or higher). High index lenses are available as single vision, bifocal or progressive addition lenses. High index lenses are to be ordered with the appropriate coatings (Scratch Resistant and Anti-Reflective).

See Appendix 1 – High Index Lenses for a list of high index lenses for the MCSS Vision Care Fee Schedule.

Tints

Lens tints will only be covered when they are prescribed by an Optometrist or Ophthalmologist for medically necessary eye or vision conditions.

Frames

Frames are subject to the maximum amount as indicated in the schedule. A client may choose a more expensive frame and pay the difference in cost directly to the supplier.

Service providers may wish to request the funds from the client for upgraded frames in advance of delivering the service.

Replacement Lenses and Frames

Replacement of Lenses Due to Change in Prescription

Lens Replacements are not a standard benefit but rather based on need. If the replacement period (3 years) has been achieved, there must still be evidence of a change in correction before replacement is covered.

If the replacement period has not been met, adults may receive new lenses only when there is a significant change in prescription.

A significant change in prescription is defined as a change in refractive error of not less than 0.5 diopter to the sphere or cylinder power, or a change in axis equal to or greater than:

- 20 degrees for a cylinder power of 0.50 diopters or less;
- 10 degrees for a cylinder power of more than 0.50 diopters but not more than 1.0 diopter
- 5 degrees for a cylinder power of more than 1.0 diopter.

Prescribers are required to indicate, on the prescription, that a significant change in prescription has occurred when requests for new lenses are being made.

Children may receive new lenses anytime there is a change in prescription.

Note: The new lenses should be placed in existing frames if the existing frames are satisfactory. If the existing frames are not satisfactory, new frames may be provided.

Replacement of Frame Due to Loss or Damage

ODSP staff may authorize a replacement where a client has lost or damaged glasses through no fault of his/her own and they are not covered under warranty. There is no frequency limitation on authorized replacements for adults or children.

Unless the eyeglasses are lost, a client must present damaged frames to ODSP staff for confirmation and approval.

If a replacement is approved, the current lenses should be placed in the new frames if the existing lenses are satisfactory. If the existing lenses are not satisfactory, ODSP staff will authorize new lenses to be provided.

Submission of Authorization/Invoice for Vision Care (Form 7730-1036) for items listed on the Vision Care Fee Schedule

Service providers should send completed Authorization/Invoice for Vision Care (Form 7730-1036) for payment to:

**Ministry of Community and Social Services
ODSP Vision Care Program
77 Wellesley Street West
Box 333
Toronto, ON M7A 1N3
416-212-9503**

MCSS VISION CARE FEE SCHEDULE

ITEM	MCSS Maximum Amount Payable	Code
Lenses		
Single Vision		
Single Vision CR39 with Scratch Resistant Coating (both sides)	\$68.50	001
Single Vision Polycarbonate with Scratch Resistance Coating	\$76.50	002
Bifocal Lenses		
CR39 - Bifocals with Scratch Resistant Coating (both sides)	\$94.50	003
Polycarbonate - Bifocals with Scratch Resistant Coating	\$123.00	004
PALS/Trifocals Lenses		
CR39 - PALs with Scratch Resistant Coating (both sides)	\$205.50	005
Polycarbonate PALs with Scratch Resistant Coating	\$243.00	006
Trifocal CR-39 with Scratch Resistant Coating	\$132.00	007
Trifocal Polycarbonate with Scratch Resistant Coating	\$171.00	008
Additions		
High Sphere Power (10.00D - 16.00D) - additional cost	\$39.75	009
High Cylinder Power (over 6.00D) - additional cost	\$32.25	010
Prism (up to 10Δ) - additional cost	\$27.50	011
High Reading addition (+4.25D to +6.00D) - additional cost	\$60.00	012
Solid Lens Tints - additional cost	\$21.50	013
Gradient Lens Tints - additional cost	\$25.50	014
Photochromic Tints (Transitions, Colormatic etc) - additional cost	\$105.00	015
Re-edging client's own lenses into a new frame	\$20.00	016
Frame and Case		
Frame	\$42.20	017
Case	\$2.00	018

Appendix 1 - High Index Lenses

High Index Lenses

High index lenses are available for those with high refractive corrections (having a dioptric value of 8 dioptres or higher). High index lenses are to be ordered with the appropriate coatings (Scratch Resistant and Anti-Reflective).

High Index Lenses	MCSS Maximum Amount Payable	Code
Single Vision 1.67	\$300.50	019
Bifocal 1.67	\$388.50	020
PALS 1.67	\$461.00	021

Exceptional Circumstances

A request for items outside the scope of the MCSS Vision Care Fee Schedule may be made where exceptional medical circumstances exist.

Service providers must obtain pre-authorization from the Ministry before dispensing or providing item(s)/service(s) that are outside of the fee schedule to clients. Service providers should advise clients about the pre-authorization requirement for item(s)/service(s) outside of the fee schedule.

Decisions for Exceptional Circumstances requests will be made by the Director of ODSP Branch.

Requests for Contact Lenses

Requests for contact lenses may be considered under the Exceptional Circumstances policy in situations where contact lenses are deemed a medical necessity.

Medical necessity consists of the following conditions:

- corneal abnormalities
- astigmatism (only when it cannot be corrected by spectacle lenses)
- high refractive error where the error is greater than 8 diopters
- anisometropia

1) Submission of Exceptional Circumstances Requests

The service provider must submit the following:

- A copy of the Authorization/Invoice for Vision Care (Form 7730-1036)
- A completed Vision Care Benefit (Exceptional Circumstances) (Form 3183E 2014/11) including:
 - Description of item(s)/service(s) being requested;
 - Cost of the item(s)/service(s) being requested; and,
 - Clinical rationale and diagnosis for the requested item(s)/service(s).

The Vision Care Benefit (Exceptional Circumstances) (Form 3183E 2014/11) is available to service providers on the Ontario Shared Service Forms repository web portal:

<http://www.forms.ssb.gov.on.ca/> (search for Form 3183E)

Service providers must send a copy of the Authorization/Invoice for Vision Care (Form 7730 – 1036) and the original Vision Care Benefit (Exceptional Circumstances) (Form 3183E 2014/11) to:

**Ministry of Community and Social Services
ODSP Vision Care (Exceptional Circumstances) Program
77 Wellesley Street West
Box 460
Toronto, ON, M7A1N3
1-844-809-2496**

If the information provided is not sufficient to make a decision, a letter will be sent to the service provider requesting additional information.

The service provider will have 2 weeks to respond to the request for additional information. If a response is not received within 2 weeks, a follow-up call will be made by the Ministry to the service provider.

The Ministry will notify both the client and the service provider of the decision.

2) Submission of Approved Exceptional Circumstances Requests

Once an Exceptional Circumstances request is approved by the Ministry, service providers must send the following to receive payment:

- A copy of the service provider's approval letter; and
- a completed Authorization/Invoice for Vision Care (Form 7730-1036).

The Ministry approval letter and the Authorization/Invoice for Vision Care (Form 7730-1036) should be sent to:

**Ministry of Community and Social Services
ODSP Vision Care Program
77 Wellesley Street West
Box 333
Toronto, ON M7A 1N3
416-212-9503**

PLEASE NOTE: The ODSP Vision Care Program is responsible for processing payments and the address is different from the Submission of Exceptional Circumstances Requests address.



Instructions and Key Considerations

Important: To avoid delays, please ensure all sections are complete.

A Type of Request

New Supplier Registration

- Please register your supplier information with the Province of Ontario prior to your first invoice.

Change of Information

If you have a Business Number, any changes to your supplier information must match your Canada Revenue Agency (CRA) registration.

- Add Additional Location
 - To register a new location, provide full details in section B under both current and new information.
- Changes to Current Supplier Information
 - List changes to your current information under sections B or C (e.g., change of address, banking).

Supplier No.

- Located on your payment remittance.

Site No. (if known)

- This information is utilized for internal purposes.

Site Name (if known)

- This information is utilized for internal purposes.

Supplier Type

- This information is utilized for internal purposes.

Business No.

- The Business Number (BN) is a nine digit code assigned by CRA to identify each business and simplify their dealings with federal, provincial and municipal governments. Businesses are required to obtain a BN to register for federal programs with the CRA such as GST/HST, Payroll, Corporate Income Tax and Registered Charity.
- If GST or HST charges appear on your invoice, you must provide your Business Number as registered with CRA (mandatory for worldwide sales over \$30,000).
- If your worldwide sales are \$30,000 or less **and** you do not have a Business Number, indicate by checking box under Supplier Type.

B Supplier Profile

- Attention to detail when completing this section is essential to:
 - (1) ensure data integrity and
 - (2) avoid processing delays.
- Ensure the address provided on this form is the address registered with CRA.

Current Information

- Always complete in full.
- Please note your email address will be used to provide payment remittance details and to contact you for any payment related issues.
 - It is advisable to use a secured generic email address that will not be affected by the change of staff in your organization (e.g., Accounts Receivable).

New Information

- Only complete the applicable sections requiring change.
- For any legal name change, you must provide a copy of supporting legal documentation (e.g., letter of patent).

C Banking Information

- Attach an **original void cheque** displaying your legal name or an **original signed and/or bank stamped letter** from your financial institution. Note: Bank counter cheques are not acceptable.

SIGN-UP for Direct Deposit TODAY!

- **No waiting for cheques - it's quick, convenient, reliable and secure:** Timely payments with no risk that your payment will be lost, stolen or damaged!
- **Easy to make changes:** Use this registration form to ensure changes are communicated to the Province of Ontario.
- **Environmentally friendly and reduces costs:** An electronic payment method eliminates the need for paper.
- Direct deposits can only be made to a **Canadian Financial Institution** using the Canadian Payment System.
- Direct Deposits **cannot** be made to a Line of Credit Account.
- **Do not close** your existing bank account until you receive a payment in your new bank account.
- **To clarify** your banking information, please contact your financial institution.

D Certification/Authorization

Information provided in this section should be from an authorized representative of the organization and may be used as a contact for clarification or verification.

Submit your completed form by mail to:

Ministry of Government and Consumer Services
Ontario Shared Services, Expenditure Management Branch
Central Control Unit
77 Wellesley St W, Box 700
Toronto ON M7A 1N3

Enquiries

- For information about collection and, use and disclosure practices, write to Senior Manager, Expenditure Management Branch, at the address above.
- For frequently asked questions please visit our webpage www.ontario.ca/directpayment
- For further assistance, please call the Ontario Shared Services Contact Centre at:

	Telephone Number	Teletypewriter (TTY)
Within the Greater Toronto Area	416 212-2345	416 327-3851
Toll Free	1 866 320-1756	1 866 310-7259

Additional Information

To align with CRA regulations, the following mandatory information is required on all invoices submitted to the Province of Ontario. To avoid payment delays, please provide adequate details.

- Your business or trading name, or your intermediary's name (legal name as registered with CRA)
- Your Business Number, or your intermediary's Business Number
- Invoice date
- Total amount paid or payable
- Separate all items taxed at the GST and HST rate



Complete this form electronically as some fields are interactive depending on the selected option.

Ministry of Government and Consumer Services

Supplier Registration and Application for Direct Deposit/Electronic Funds Transfer

Collection of Information

The authority for the collection of this information as a lawfully authorized activity is the *Ministry of Government Services Act*, R.S.O. 1990, c. M.25 s.6. This form will be used solely for the purposes of supplier registration, depositing your payments into your bank account, providing payment notifications by email and contacting you for any payment related issues. For information about collection and/or use and disclosure practices, write to the Senior Manager, Expenditure Management Branch, Ontario Shared Services, Ministry of Government and Consumer Services, 77 Wellesley Street West, Box 700, Toronto ON M7A 1N3. For further assistance please call 416 212-2345 or toll free at 1 866 320-1756.

Consent to Disclose

By submitting this application, you acknowledge this information may be utilized by other Province of Ontario ministries and agencies in the context of procurement and payment recipient verification.

Important - Please read the instructions before completing this form.

A Type of Request

- New Supplier Registration
- Change of Information (specify details if known) {
- Add Additional Location
- Changes to Current Supplier Information

Supplier No.	Site No.	Site Name
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Supplier Type (check all that apply)

- Receive payments for goods and/or services
- Receive transfer payments from the Province of Ontario

Do you have a business number registered with Canada Revenue Agency?

- Yes
- No, my invoices do not contain tax

B Supplier Profile

Current Information			New Information		
Legal Name			Legal Name		
Operating Name <input type="checkbox"/> Same as Legal Name			Operating Name <input type="checkbox"/> Same as Legal Name		
Suite/Floor No.	Street No. and Name		Suite/Floor No.	Street No. and Name	
City/Town			City/Town		
Province/State	Postal/Zip Code	Country	Province/State	Postal/Zip Code	Country
Telephone No. ext.		Fax No.	Telephone No. ext.		Fax No.
Email Address			Email Address		

C Banking Information

Attach an **original void cheque** displaying your legal name or an **original signed and/or bank stamped letter** from your financial institution. Note: Bank counter cheques are not acceptable.

Current Information			New Information		
Name of Canadian Financial Institution			Name of Canadian Financial Institution		
Branch No.	Institution No.	Account No.	Branch No.	Institution No.	Account No.

D Certification/Authorization

I certify I am authorized by the organization named above to submit this application for registration and certify that all the information contained herein is true and accurate statement of the facts.

Name (First Last)	Signature	Date (dd/mmm/yyyy)
Title		

