



Government of Newfoundland and Labrador
Department of Finance, Financial Systems Control Division
Applicant Setup and Maintenance Form Instructions for
Progressive Family Growth & Parental Support Benefits

These instructions are to assist applicants in completing the Government of Newfoundland and Labrador Applicant Setup and Maintenance Form in order to receive your payments via direct deposit.

For the purposes of this form, an applicant is the person that receives, or may receive, a payment from the Government of Newfoundland and Labrador. The information requested on this form is to facilitate the processing of payments.

Please note that the completion of this form is **not** an application for Progressive Family Growth & Parental Support Benefits. To apply for these benefits complete the Birth Registration Form and file with the Vital Statistics Division of Service NL.

Submit completed Applicant Setup and Maintenance form as follows:

By Mail: Office of the Comptroller General
Confederation Building, 3rd Floor, East Block, West Wing
P.O. Box 8700, St. John's, NL A1B 4J6
Attention: Financial Systems Control Division – Supplier Maintenance

By Fax: (709) 729-2098

By E-mail: Electronic / scanned copies may be e-mailed to:
vendormaintenance@gov.nl.ca

For general inquiries on completion of this form please contact the FMS Helpdesk via e-mail: fmshelpdesk@gov.nl.ca **or via telephone:** 709-729-2670

If you have any questions about this collection of your personal information, please contact the Information Management Analyst for the Financial Systems Control Division at the above-noted address, by phone at (709) 729-2670 or by email at fmshelpdesk@gov.nl.ca

For all other inquiries please contact the Tax Administration Division toll free at 1-866-990-3444 or by email to parentalbenefits@gov.nl.ca.

It is the responsibility of the applicant to notify the Government of Newfoundland and Labrador promptly via this form should any of the Applicant information change. Please print and retain a completed copy of this form for reference and note your assigned Applicant Number on it for future correspondence.

Please follow the instructions below to ensure that the Applicant Setup and Maintenance Form is properly completed.

Section 1: Action Required

Add a New Applicant: Check this option if you do not currently receive payments from the Government of Newfoundland and Labrador.

Add a New Applicant Address: Check this option if you are currently set up as an applicant but wish to add an additional address. For example, an additional location or address where you wish to receive payment or correspondence.

Add/Change Banking Information or Email: Check this option if you are an existing applicant and you wish to add or change your banking information to facilitate receiving Electronic Funds Transfers (EFT's) as the form of payment.

Change the Name of an Existing Applicant: Check this option if you are currently set up as an applicant and you have had a change in name.

Change the Address of an Existing Applicant: Check this option if you are currently set up as an applicant and have had a change in address.

Section 2: Applicant Information

Applicant Number: A unique number that is assigned to you by the Financial Systems Control Division is known as a Supplier Number. If the Financial Systems Control Division has previously provided you with an Applicant Number, please indicate it in the Applicant Number field on the form for identification purposes. Please indicate whether you have previously received Parental Benefits by checking the appropriate box.

Applicant Name: Please enter your full legal name (First, middle and last name). *Only one parent may apply for the benefits, normally, this should be the mother, unless legal custody is with the father who is not a co-habiting spouse or there are other extenuating circumstances.

Surname at Birth: Please provide your Surname (last name) at Birth if it is different than your applicant name. If it is the same, please leave blank. Please note this is the applicant's surname, not the child's.

Date of Birth: Please enter your date of birth. Please note this is the applicant's date of birth, not the child's.

Address: Please provide your complete mailing address.

Applicant Contact Information: Please include as much contact information as possible. The Financial Systems Control Division may need to confirm, verify, or obtain additional information. Also provide an e-mail address as this is used to notify applicants that an EFT is pending and/or for notification of Applicant Number. If a valid e-mail address is not provided, you will **not** receive a notification of electronic payment.

Section 3: Electronic Payment Setup

Electronic Payment Setup: Please attach a void cheque or correspondence from your financial institution with your banking information. This correspondence must include the stamp of the Financial Institution. Alternatively, you may have your financial institution complete Section 3 of the form. Acceptable documentation types include: Originals, Photocopies, Electronic scans, or Faxed copies. All Government of Newfoundland and Labrador payments due to the applicant will be deposited to the noted bank account. Also note that a valid e-mail address is required to receive notification of electronic payment.

Section 4: Financial Systems Control Division use only

This section is completed by Financial Systems Control Division of the Office of the Comptroller General upon processing the Applicant Setup and Maintenance Form.