

Subject: Direct Deposit Form- Bank Stamp Requirement

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**BACKGROUND:**

Clarification is required in policy to ensure that Albertans who access financial institutions that do not offer in-person services are able to set up direct deposit with the Income Support program. The requirement of a bank stamp has been limited to situations where the [EMP 2443 Direct Deposit Registration](#) form is completed by hand by a bank representative. The bank stamp is used to validate that the institution verified that the banking information is correct.

When an Albertan provides an automated printout of their banking details, all other criteria apply as per the policy, however the bank stamp is not required.

Please note that the **EMP 2443L Direct Deposit Registration for Learners** is no longer available and has been combined in to the **EMP 2443 Direct Deposit Registration**. Old versions of the forms may still be accepted while old stock is depleted.

**INTENT:**

To ensure ease of access to direct deposit set-up for Income Support recipients while maintaining information integrity.

**POLICY:**

The following policies have been updated:

[ETW/BFE Policy & Procedures – 19 Administrative Procedures – Payment Methods and Processes](#)  
[Learner Policy & Procedures – Financial Benefits Decision – Direct Deposit](#)