

# Completing the pre-authorized debit form (NN0312E)

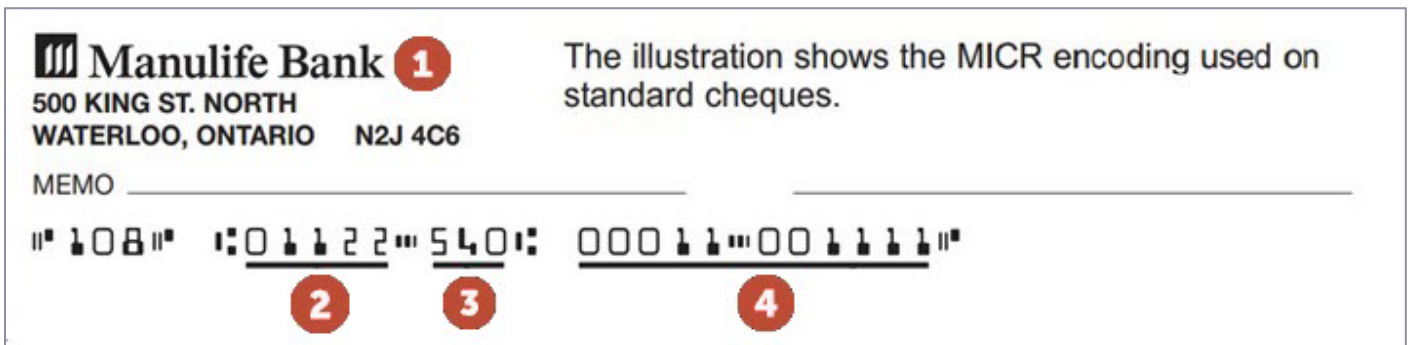
## Banking information

When providing banking information, it is important that the information is complete and accurate, especially the bank account number. Entering incorrect information can affect the successful settling of a policy contract or result in withdrawing funds from an incorrect account.

## Adding banking information

The cheque image below will help guide you through the required banking information to settle and/or make payments to your policy contract. The sections are as follow:

1. Name of Canadian bank or financial institution
2. The branch or transit number is five digits in length
3. The financial institution number is three digits
4. The account number length depends on your financial institution. For quick reference, please see the chart provided on Page 2 of this guide.



## One-time annual premium payment

A single pre-authorized debit can be set up for your first annual payment. This is a **one-time** payment only. This debit will **not** automatically occur each year for subsequent annual premium payments. To set up and authorize a single pre-authorized debit withdrawal for the first annual premium, complete Section 2 of the [Set up or change a pre-authorized debit plan, form NN0312E](#). Include the first payment amount and banking details, following the cheque sample above as a reference. For contracts delivered electronically, the form will be included with the delivery requirements.

<b>2 Create a single pre-authorized debit for first payment</b>	Amount of your first payment by pre-authorized debit			Amount
				\$
	<b>Note:</b> Payment must be in Canadian funds drawn on a Canadian bank or financial institution.			
	<b>What banking information should we use?</b> <input type="radio"/> from the attached void cheque (Attach the cheque to this page) <input type="radio"/> as follows: (Only complete the table below if you do not have a void cheque)			
Name of Canadian bank or financial institution		Transit number	Institution number	Account number
1		2	3	4
If you also want to make monthly payments by pre-authorized debit, complete both sections 2 and 3.				

## Set up and authorize monthly premium payments

To set up and authorize a new *monthly pre-authorized debit plan*, complete *Section 3*. Please provide the following information:

5. The amount of the monthly pre-authorized withdrawals.
6. The deposit option amount (This applies to eligible Performax, Performax Gold and Manulife Par policies only.)
7. Preferred monthly withdrawal date between the 1<sup>st</sup> and the 28<sup>th</sup> of the month.
8. Ensure withdrawal date is at least four days before the policy issue date (e.g., if the policy was issued on March 15, we recommend that the withdrawal date be the 11 of each month).

<b>3 Create a new monthly pre-authorized debit plan</b> * This date must be at least four days before the policy anniversary/monthly processing day. Your monthly pre-authorized debit plan comes into effect on this date.  Deposit option is only available on eligible Performax and Performax Gold and Manulife Par policies.	Amount of monthly pre-authorized withdrawals	Deposit option amount (if applicable)		
	Preferred monthly pre-authorized withdrawal date (1st through 28th)*	First withdrawal date* (dd/mmm/yyyy)		
	<b>Note:</b> Payment must be in Canadian funds drawn on a Canadian bank or financial institution. <b>What banking information should we use?</b> <input type="radio"/> from the attached void cheque (Attach the cheque to this page) <input type="radio"/> as follows: (Only complete the table below if you do not have a void cheque)			
	Name of Canadian bank or financial institution	Transit number	Institution number	Account number

### Account number format

The table below captures the common financial institutions, and the account number formats.

Institution Number	Financial Institution	Account Number Format
001	Bank of Montreal / BMO	0000-000
002	Bank of Nova Scotia / Scotiabank	00000-00
003	Royal Bank of Canada / RBC	000-000-0 or 00-000-0
004	TD Canada Trust	0000-0000000 or 000000-0
010	Canadian Imperial Bank of Commerce / CIBC	00-00000
540	Manulife Bank	00000-0000

**Tip:** Manulife does not accept line of credit accounts, visa accounts or accounts which have no withdrawal rights. The banking information must be from a Canadian financial institution.

### Additional Resources

If you would like your client to sign electronically, send a digital copy using this link, [Set up or change a pre-authorized debit plan eForm](#). If you are new to using our eForms, we have a short training video to help guide you through the process, [Sending forms electronically using eForms](#).

If you're looking for additional support on "how" to use our digital tools, contact Manulife's Insurance [Digital Desk](#).