



# APPLICATION FOR DIRECT DEPOSIT OF VENDOR PAYMENTS AND REFUNDS

## SECTION 1 TO BE COMPLETED BY EMPLOYER/AUTHORIZED AGENT

**Applicant Name:** Title:  Mr.  Mrs.  Miss.  Other \_\_\_\_\_

PRINT SURNAME (Last name) – Use Name as it appears on your passport

\_\_\_\_\_

PRINT GIVEN NAME– Use Name as it appears on your passport

\_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**P.O. BOX:** \_\_\_\_\_ **POSTAL CODE: KY-** \_\_\_\_ - \_\_\_\_\_

**CONTACT DETAILS:**

Work phone number: (\_\_\_\_\_) - \_\_\_\_\_

Home phone number: (\_\_\_\_\_) - \_\_\_\_\_

Mobile number: (\_\_\_\_\_) - \_\_\_\_\_

E-mail address: \_\_\_\_\_

**Please tick your preferred daytime contact**

Work phone number  Home phone number

Mobile number  E-mail

**PAYEE CERTIFICATION**

I certify that I have read and understand the back of this form. In signing this form, I authorize the Workforce Opportunities and Residency Cayman (WORC) to send my refund to my bank and deposit it in the designated account. I understand that personal information in these payments will be treated confidentially, but I consent to disclosure of payment information that is compelled by law or necessary to protect against fraud or crime.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_ (Day/Month/Year)

**JOINT ACCOUNT HOLDER'S CERTIFICATION (optional)**

I certify that I have read and understand the back of this form, including the SPECIAL NOTICE TO JOINT ACCOUNT HOLDERS.

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_ (Day/Month/Year)

## SECTION 2 DETAILS OF THE ACCOUNT TO BE DEBITED

**NAME OF FINANCIAL INSTITUTION** (Name of Bank or Credit Union)

\_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**P.O. BOX:** \_\_\_\_\_ **POSTAL CODE: KY-** \_\_\_\_ - \_\_\_\_\_

**Phone number:** (\_\_\_\_\_) - \_\_\_\_\_

**Account Name:** (If different from Name on originating WORC receipt)

\_\_\_\_\_

**Account Number:**

-

**Type of Account:**

Savings  CHEQUING

## SECTION 3 RETURN COMPLETED FORM

- Please return completed Form to WORC Accounts Payables Team at [IMM-ACCTS-PAYABLE@gov.ky](mailto:IMM-ACCTS-PAYABLE@gov.ky) .
- In the subject line of the e-mail please reference: 'Deposit Request Form'.
- For more information E-mail: [IMM-ACCTS-PAYABLE@gov.ky](mailto:IMM-ACCTS-PAYABLE@gov.ky) OR (Ph): 244-3310, 244-2058 or 244-3178.



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### 1. ➤ IMPORTANT INFORMATION - PLEASE READ CAREFULLY

The Information you give on this form is confidential. We need the information to send your Workforce Opportunities and Residency Cayman (WORC) payment or refund electronically to your bank account.

### 2. ➤ INFORMATION ABOUT CURRENCY CONVERSION

You will receive your refund through a Cayman Islands Bank Account. With direct deposit, your refund payment is automatically converted to another currency at the daily international exchange of your bank, before it is deposited to your account.

### 3. ➤ SPECIAL NOTICE TO JOINT ACCOUNT HOLDERS

If you have a joint account with a person who receives a WORC refund, and that person dies, you must immediately contact your bank **and WORC Accounts Payable Team**.

The joint holder must return to WORC any refund(s) deposited into a joint account after the death of a beneficiary. (If you are uncertain about your account details, please contact your financial institution before completing this form.)

### 4. ➤ IF YOUR ADDRESS CHANGES:

If your address changes, you must inform:

**WORC ACCOUNTS PAYABLE TEAM**

**E-mail:** [IMM-ACCTS-PAYABLE@gov.ky](mailto:IMM-ACCTS-PAYABLE@gov.ky)

**TEL:** 244-3310, 244-2058 or 244-3178

(Between 9:00am and 4:00pm, Monday to Friday).

### 5. ➤ CHANGING BANKS OR BANK ACCOUNTS:

If you change your bank or your account, notify immediately **WORC ACCOUNTS PAYABLE TEAM**. (Refer to No. 4 for the contact details for **WORC ACCOUNTS PAYABLE TEAM**)

### 6. ➤ PRIVACY

WORC will safeguard your information in accordance to The Data Protection Law, 2017. We will use the information submitted as the law permits to:

- check accuracy of information;
- prevent or detect crime; and
- protect public funds

WORC will not give this information to anyone outside of its organization; unless the law permits us to do so.