

AISH & CPPD BENEFITS ADMINISTRATION INSTRUCTION FORM

Client Name: John James Doe Email: Your email address

Address: 9999 – 999 Street, Someplace, AB, A1A 1A1 Phone: 555.456.7899

One Time Expenses:

Do you wish to receive this payment via direct deposit: Yes No (mailed)

In order to request funds for a one-time expense, you only need to complete the top section, this section and the "Primary Contact Person" section below.

Name of Payee	Address	Purpose	Amount	Schedule
_____	_____	_____	_____	<u>one-time payment</u>

AISH Monthly Benefit Amount \$ _____

CPPD Monthly Benefit Amount \$ _____

Total Benefit Amount \$ 1588.00

Monthly Expenses are paid via EFT/Direct Deposit

Name of Payee	Address	Purpose	Amount	Payment Schedule
1. <u>TELUS</u>	<u>123 – 45 st</u>	<u>telephone</u>	<u>\$45.00</u>	<u>monthly</u>
Acct# <u>99999</u>	<u>Edmonton, AB Z9Z 0A1</u>			
2. <u>Wildwood Apts.</u>	<u>9999 – 99 st.</u>	<u>rent</u>	<u>\$350.00</u>	<u>monthly</u>
Acct# <u>Apt. 301</u>	<u>Someplace, AB A1A 1A1</u>			
3. <u>John Doe</u>	<u>Direct Deposit</u>	<u>Spending</u>	<u>\$30.00</u>	<u>every Tuesday</u>
Acct# _____	_____			
4. <u>John Doe</u>	<u>Direct Deposit</u>	<u>Groceries</u>	<u>\$150.00</u>	<u>twice monthly</u>
Acct# _____	_____			
		Total Monthly Expenses		<u>\$815.00</u>

Primary Contact Person:

Name: Jane Smith E-Mail Address: jane.smith@somplace.net

Phone: 555.123.4567

Jane Smith (sign here)
Signature

Date

John Doe (sign here)
Client's Signature

Date

Email: HS.OPGT-Infomal-Trusteeship@gov.ab.ca

Monthly expenses may include such things as:

- Rent
- Board and room
- Food
- Utilities
- Telephone
- Recreation
- Program costs
- Personal allowance
- Savings
- Transportation / bus pass
- Clothing

Example of payment schedule would be:

- Monthly
- Bi-monthly
- Bi-weekly
- Weekly (Calculate monthly total by multiplying by 52 weeks a year and then dividing by 12 months)

The personal information collected on this form will be used for the purpose of assisting a person with administering a monthly AISH cheque. This collection of personal information is in compliance with section 33(c) of the *Freedom of Information and Protection of Privacy Act* and section 44 of the *Public Trustee Act*. If you have any questions about the collection of personal information please contact the caseworker at 780-427-2744 or write to the Public Trustee at 400, 10365 – 97 Street, Edmonton, Alberta T5J 3Z8.