

**AISH BENEFITS ADMINISTRATION INSTRUCTION FORM**

Client Name: John James Doe

Address: 9999 - 99 Street, Someplace, Alberta, A1A 1A1

Phone: (780) 400 - 0000 Social Insurance Number: 999 999 999

Do you wish to receive direct deposits  Yes  No

If yes, please select one of the following

- I have attached a blank cheque
- I have attached a direct deposit slip from the bank
- I request that my AISH worker attach a copy of my AISH direct deposit form

**One Time Expenses:**

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
_____	_____	_____	_____	one time payment

**AISH Monthly Benefit Amount** \$ \$1000.00

**Monthly Expenses:**

Name of Payee	Address	Purpose	Amount	Payment Schedule
1. <u>Telus</u>	<u>123 - 45 Street</u>	<u>Telephone</u>	<u>\$ 45.00</u>	<u>Monthly</u>
Account # <u>99999</u>	<u>Edmonton, AB Z9Z 0A1</u>			
2. <u>Wildwood Apts.</u>	<u>9999 - 99 Street</u>	<u>Rent</u>	<u>\$ 350.00</u>	<u>Monthly</u>
Account # _____	<u>Someplace, AB A1A 1A1</u>			
3. <u>City of Someplace</u>	<u>1111 - 111 Ave</u>	<u>Bus Pass</u>	<u>\$ 50.00</u>	<u>Monthly</u>
Account # _____	<u>Someplace, AB Z9Z - 9Z9</u>			
4. <u>John Doe</u>	<u>Direct Deposit</u>	<u>Spending</u>	<u>\$ 30.00</u>	<u>Every Tuesday</u>
Account # _____			<u>( \$ 130.00 Monthly)</u>	
5. <u>Epcor</u>	<u>123 -4 st NE</u>	<u>Power</u>	<u>\$ 55.00</u>	<u>Monthly</u>
Account # <u>123456</u>	<u>Calgary, AB A1B 2C3</u>			
6. <u>John Doe</u>	<u>Direct Deposit</u>	<u>Food</u>	<u>\$150.00</u>	<u>Twice a Month</u>
Account # _____			<u>(\$ 300.00 Monthly)</u>	
7 _____	_____	<u>Savings</u>	<u>\$ 70.00</u>	_____
Account # _____	_____			

**Total Monthly Expenses** \$ 1,000.00

**Primary Contact Person:**

Name: Jane Doe Phone: (780) 500 -0000 Fax: (780) 600 - 0000

Address: 8888 - 88 Street E-Mail Address: jane.doe@somplace.net

Someplace AB B2B 2B2

Primary Contact Sign Here  
Signature

Date Here  
Date

You Sign Here  
Client's Signature

Date Here  
Date

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)

SAMPLE