

Effective 1 Jan 2009, the option of establishing a regular payment deduction will be available for donors wishing to donate to the Hospital Comforts Fund, the Military Families Fund or the Soldier on Fund. The appropriate form can be obtained from your local NPF accounting office or downloaded from the website of the applicable Fund.

Departmental Employees

Setting up a monthly payment deduction

Step 1 - Complete the appropriate payment deduction authorization form. Note, each fund has its own separate coding: for MFF TF55500;498 SR 1023; for Soldier On TF55500;516 SR 1028; and for Hospital Comforts TF55500; 496 SR 1029. The light grey areas of the form do not apply and are to be left blank. Only the applicable darker printed areas need to be completed.

When completing the form, the following points should be kept in mind:

- a. Military Pay Deductions are only available for Regular Force Personnel;
- b. NPF Pay Deductions are available for full time employees only;
- c. Forms must be entered in ABACIS prior to the 20th day of the month. Forms entered in after that date will take effect the following month;
- d. A start date and an end date are required; and
- e. Tax receipts will be issued on an annual basis by DGPFS HQ.

Step 2 - Bring or send in the completed form to your local NPF office for processing.

Cancelling a monthly payment deduction

A request must be made in writing (e-mail or letter) to the local NPF accounting office to cease a monthly payment deduction.

Other Donors

Setting up a monthly payment deduction

Step 1 - Complete the appropriate payment deduction authorization form. Note, each fund has its own separate coding: for MFF TF55500;498 SR 1023; for Soldier On TF55500;516 SR 1028; and for Hospital Comforts TF55500; 496 SR 1029. The light grey areas of the form do not apply and are to be left blank. Only the applicable darker printed areas need to be completed.

When completing the form, the following points should be kept in mind:

- a. Only the Pre-Authorized Debit option or Credit Card option is available;

- b. Forms must be processed by accounting staff prior to the 20th day of the month. Those processed after that date will take effect the following month;
- c. A start date and an end date are required; and
- d. Tax receipts will be issued on an annual basis.

Step 2 - Send in your completed form to the applicable address below:

CFCF - Military Families Fund
c/o Canadian Forces Personnel and Family Support Services
4210 Labelle Street
Ottawa, ON K1A 0K2

CFCF - Soldier On Fund
c/o Canadian Forces Personnel and Family Support Services
4210 Labelle Street
Ottawa, ON K1A 0K2

CF Hospital Comforts Fund
c/o Canadian Forces Personnel and Family Support Services
4210 Labelle Street
Ottawa, ON K1A 0K2

Cancelling a monthly payment deduction

A request must be made in writing via e-mail or letter to cease a monthly payment deduction. E-mail requests may be sent to:

fund.military@cfpsa.com for Military Families Fund and Hospital Comforts Fund; and

CFSOF@cfpsa.com for Soldier On Fund.

Correspondence may be mailed to the applicable addresses listed above in Step 2.