

PAYMENT REQUEST INFORMATION	REGULAR	PROJECT
TO WHOM WILL THE PAYMENT BE MADE ?		
<p>Please indicate who the payment should be sent to by selecting one of the following options:</p> <ul style="list-style-type: none"> • An Organization if the payment should be made directly to an organization, such as community organization, health centre, etc. <ul style="list-style-type: none"> ▪ Specify which one • A person (parent, foster parent, etc.) If the payment should be made to an individual, such as a parent, foster parent or a friend, etc. • The service provider If the payment should be made directly to the provider who delivered the goods or services in question. <ul style="list-style-type: none"> ▪ Company Name, if applicable 	Required	Required
PAYMENT RECIPIENT INFORMATION		
<ul style="list-style-type: none"> • Full name of the recipient • Title, if applicable. • Contact details (Phone number/extension and email address). • Contact Preference: Select your preferred method of contact in case we have questions. 	Required	Required
PAYMENT DETAILS		
<p>You can add as many services as needed using the button at the bottom of the box. Remove a service by clicking the trash icon on the right.</p>		
<p>Select the service or product associated with the payment request from the drop-down menu.</p>	Required	Required
<p>Children: Check the children from the drop-down list (consisting of those you entered in the previous step).</p>	Required	N/A
<p>Service cost: Indicate the total cost, including taxes, of the service or product.</p>	Required	Required

IT'S MY FIRST PAYMENT REQUEST TO CFI	I HAVE ALREADY SUBMITTED A PAYMENT REQUEST TO CFI
<p>Provide the payment recipient's mailing address:</p> <ul style="list-style-type: none"> • Address, City/Community, Province/Territory, Postal Code 	<p>Indicate if your address has changed since your last payment request.</p> <ul style="list-style-type: none"> • Yes, or Uncertain: Provide the payment recipient's mailing address Address, City/Community, Province/Territory, Postal Code

