

37. Banking Arrangements

Discuss with your bank the best method of transferring funds abroad. Arrange to have bank statements sent direct to the post; these should not be forwarded to or via the Department.

Three Days before Departure

38. Travellers' Cheques

Purchase any additional travellers' cheques for personal expenses — the cost may not be included in your removal expense account.

39. Departmental Publications

Return all departmental publications to the Library. Have your name deleted from circulation lists.

40. Keys

Return office and desk keys.

41. Hotel Accommodation at Post

Check as to the name of the hotel at the post where reservations have been made for you.

42. Family Allowances — See Guidance Paper 502.

When coming to Canada make early application for family allowances as these become payable as of the month following the date of application.

When leaving Canada advise the Department of National Health and Welfare to discontinue the allowance payments as of the date of departure from Canada.

43. Income Tax

When returning to Canada or departing, fill in a new form T.D.1 to reflect the changed basis of income tax deduction at source due to the change in eligibility of the children for family allowances.

Original 3 January 61