



## **Direct deposit and invoicing dates for the 2017-18 fiscal year**

Invoices can be submitted at any time, **HOWEVER;**

- To ensure deposit or payment is made on the designated Fridays, invoices must be received **no later than 3:30 pm at HandsThefamilyhelpnetwork.ca North Bay office on the Wednesday prior to the week of payment.**

Invoices can be sent by:

1. **Mail :**

**Hands Thefamilyhelpnetwork.ca  
222 Main Street East  
North Bay, Ontario P1B 1B1  
Attention: Passport Program Administration**

2. **Drop off in drop off box at above address**  
3. **Fax: 705-495-1373 Passport program Administration**  
4. **E-mail: [Passport@handstfhn.ca](mailto:Passport@handstfhn.ca)**

**Invoices MUST be submitted AT LEAST once a month**

**If you have any questions concerning the submission/payment schedule, do not hesitate to contact the Passport program coordinator at 705-476-2293 or 1-800 668-8555, ext. 1255 or 1266**



## Direct deposit and invoicing dates for the 2017-18 fiscal year

**APRIL 4th, 2018 - 3:30PM IS THE FINAL BILLING DATE FOR THE 17/18 YEAR**

WEDNESDAY SUBMISSION DEADLINE DATES	FRIDAY DEPOSIT/PAYMENT
April 5, 2017	<b>Thursday April 13, 2017</b>
April 19, 2017	April 28, 2017
May 3, 2017	May 12, 2017
May 17, 2017	May 26, 2017
May 31, 2017	June 9, 2017
June 14, 2017	June 23, 2017
June 28, 2017	July 7, 2017
July 12, 2017	July 21, 2017
July 26, 2017	August 4, 2017
August 9, 2017	August 18, 2017
August 23, 2017	September 1, 2017
September 6, 2017	September 15, 2017
September 20, 2017	September 29, 2017
October 4, 2017	October 13, 2017
October 18, 2017	October 27, 2017
November 1, 2017	November 10, 2017
November 15, 2017	November 24, 2017
November 29, 2017	December 8, 2017
December 13, 2017	December 22, 2017
December 27, 2017	January 5, 2018
January 10, 2018	January 19, 2018
January 24, 2018	February 2, 2018
February 7, 2018	February 16, 2018
February 21, 2018	March 2, 2018
March 7, 2018	March 16, 2018
March 21, 2018	March 30, 2018
<b>April 4th, 2017 FINAL BILLING DAY FOR 17/18 FISCAL YEAR</b>	<b>April 13<sup>th</sup>, 2018</b>