

Direct Deposit Schedule and Encounter Form Submission Deadlines & Protocols - 2021

Submit forms between this period	To be paid on	Submit forms between this period	To be paid on	Submit forms between this period	To be paid on
Dec. 07, 2020 – Dec. 28, 2020	Jan. 8, 2021	→ Apr. 13, 2021 – Apr. 26, 2021*	May 07, 2021	Aug. 10, 2021 – Aug. 23, 2021	Sep. 03, 2021
Dec. 29, 2020 – Jan. 11, 2021	Jan. 22, 2021	Apr. 27, 2021 – May 10, 2021	May 21, 2021	Aug. 24, 2021 – Sep. 13, 2021	Sep. 24, 2021
Jan. 12, 2021 – Jan. 25, 2021	Feb. 05, 2021	May 11, 2021 – May 24, 2021	Jun. 04, 2021	Sep. 14, 2021 – Sep. 27, 2021	Oct. 08, 2021
Jan. 26, 2021 – Feb. 08, 2021	Feb. 19, 2021	May 25, 2021 – Jun. 07, 2021	Jun. 18, 2021	Sep. 28, 2021 – Oct. 11, 2021	Oct. 22, 2021
Feb. 09, 2021 – Feb. 22, 2021	Mar. 05, 2021	Jun. 08, 2021 – Jun. 21, 2021	Jul. 02, 2021	Oct. 12, 2021 – Oct. 25, 2021	Nov. 05, 2021
Feb. 23, 2021 – Mar. 08, 2021	Mar. 19, 2021	Jun. 22, 2021 – Jul. 12, 2021	Jul. 23, 2021	Oct. 26, 2021 – Nov. 08, 2021	Nov. 19, 2021
Mar. 09, 2021 – Mar. 22, 2021	Apr. 02, 2021	Jul. 13, 2021 – Jul. 26, 2021	Aug. 06, 2021	Nov. 09, 2021 – Nov. 22, 2021	Dec. 03, 2021
Mar. 23, 2021 – Apr. 12, 2021	Apr. 23, 2021	Jul. 27, 2021 – Aug. 09, 2021	Aug. 20, 2021	Nov. 23, 2021 – Dec. 06, 2021	Dec. 17, 2021

If you have any questions please call Accounts at (416) 324-2731 ext. 245

As per the Contract : Section 3 (b) -The Contractor shall submit its invoice to Access Alliance, in a form designated by Access Alliance and in accordance with the submission deadlines detailed in the Encounter Form Submission Deadlines and Direct Deposit Schedule which is updated annually. **The Contractor acknowledges and agrees that Access Alliance will not be responsible for payment of invoices submitted later than 30 calendar days from the completion of Language Services.**

***Please pay particular attention to the firm deadline of April 26, 2021 – this is the very last day for submitting encounter forms for assignments between April 1, 2021 and March 31, 2021.**

To ensure efficient processing of your encounter forms, please follow these best practices:

- Submit the form by email using a scanner or an app (for attachments, please name the file with your name and assignment ID)
- If you do not receive a confirmation reply to your email, resend your forms – we acknowledge receipt of **all** forms that we receive by email
- Submit the form within 5 (five) business days of the assignment. We are even happier to get it the same day as the assignment.
- If you were requested to, and did, work past the booked end time, you **must** inform office via email/voicemail/text the same day, or submit your forms within 24 hours of the assignment end time. (Text is the quickest: just send a text to 416-324-2731 detailing assignment number, booked end and actual end time, e.g., “Assignment 224475, booked end 2:30, actual end 3:15”)
- If travel mileage (KMs) or travel time apply to your assignment, make a note of these additional details on your form