



Direct Deposit Authorization

All payments will be made to you by direct deposit to your specified bank account.

Please fill in form below. It must be accompanied by either a "VOID" cheque or a New Direct Deposit/Pre-Authorized Transaction Form provided by your banking institution. You will be provided with a statement of earnings, available to view online.

Please Note: It is your responsibility to notify our office of any changes to this information to ensure timely and accurate payment.

I would like to:

Start direct deposit Change direct deposit information Stop direct deposit

Social Insurance Number

Date of Birth (MM/DD/YY)

Please print first name, middle initial and last name:

Address, City, PROV, Postal Code:

Home Phone Number:

Other Phone Number

You MUST attach a copy of a VOID cheque or the New Direct Deposit/Pre-Authorized Transaction Form from your financial institution.

I certify that this information is correct and I take full responsibility if it is not. I understand that incorrect information could result in a delay of my pay.

Signature

Date