

INSTRUCTIONS

This form is used to obtain the banking information and authorization for Payroll Direct Deposit.

- 1. Complete and sign the form.
- 2. Provide the form and a voided Cheque or bank direct deposit form to the Payor.
- 3. Notify the Payor of any changes to the account information.

PAYEE INFORMATION

Name		
Address		
Phone No.	Email	Payroll/Employee No. <i>(if applicable)</i>

PAYEE BANKING INFORMATION

Financial Institution Name		
Branch Address		
Account Name		
Institution No.	Branch No.	Account No.
0		

Voided cheque or bank payroll form attached

I consent to the collection, use, and disclosure of my personal information given herein for the purpose of setting up the Direct Deposit. I hereby authorize the above-named Payor to process Direct Deposits to the account specified in the Payee Banking Information section.

X

Payee's Signature

Date