



# Direct Deposit Program

## How does direct deposit work?

- Your deposit will be made to a savings or chequing account in any financial institution in Canada including banks, credit unions, caisse populaires or trust companies.
- You will receive a Notice of Deposit which will explain the calculation of your net pay and indicate the amount of deposit to your account.
- Your deposit will be made on pay day.

## What is required?

- You must complete and return this direct deposit form for initial set-up or for subsequent change of account number, to your District payroll officer.

## Where can I get more information?

- For more information, contact the payroll section in your school district.

20-1010 (4/06)



# Direct Deposit Program Application For Direct Deposit Service

To be completed by the employee (by using a pen)

School District number  Location

Employee surname

Given name

Initials

Social Insurance Number (Mandatory)  -  -

I here by authorize you to credit my account with salary payments

Employee signature \_\_\_\_\_

Date \_\_\_\_\_

To be completed by bank or other financial institution - please print

Transit number and bank identification  -

Account number

Bank/financial institution name \_\_\_\_\_

Bank/financial institution address \_\_\_\_\_

Authorized signature \_\_\_\_\_

Date \_\_\_\_\_

Validation stamp

Instructions: if you have a personalized cheque on which your name and account number are printed, you can simply attach a blank one to this application. Please mark "VOID" across the face of the cheque. If you do not have such a cheque, the section to the right must be completed and validated by your bank or financial institution.

**Important: Please do not cancel current account until the new Direct Deposit happens.**