



# Direct Deposit Program

## How does direct deposit work?

- Your deposit will be made to an 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.



## Application For Direct Deposit Service

To be completed by the employee

School district number   Location

Employee surname

Given name

Initials

Social insurance number   
  
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I hereby authorize you to credit my account with salary payments

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

Date \_\_\_\_\_

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.

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

Transit number and bank identification   
 - 0

Account number

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

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

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

Date \_\_\_\_\_

