



Est. 1873

DIRECT DEPOSIT OF PAYROLL

EMPLOYEE NAME: _____

EMPLOYEE # : _____

Deposit my payroll to the following financial institution(s) and account(s)

BANK NAME BANK ADDRESS	* BANK NUMBER, TRANSIT NUMBER	BANK ACCOUNT NUMBER	** PAY DISTRIBUTION
_____ _____ _____	_____ _____	_____	_____
_____ _____ _____	_____ _____	_____	_____
_____ _____ _____	_____ _____	_____	_____

* For the financial institutions, a **COPY** of a cheque marked "**VOID**" showing the micro encoding on the bottom is required to avoid errors in establishing your account.

OR

If you do not have a chequing account or cheques, please provide a direct deposit form stamped by your bank.

** For Pay distribution, please indicate: "all"; or "xx%. Remainder"; or "xx%, xx%"; or "\$xxx.xx, remainder". The most common will be when you want \$1,000 into your mortgage account (savings accounts, etc) and the remainder into your chequing account. Note that if you do not receive \$1,000 in that pay all of the available funds will go into your mortgage (savings account etc.) account. You cannot indicate two fixed amounts which equal your pay, that is, if your net pay is \$1,200, you cannot put \$600.00 and \$600 in the Pay Distribution. Please use \$600 and remainder of 50% and 50%.

EMPLOYEES SIGNATURE

DATE