

## Direct Deposit or Change of Banking Information Form Payroll Department

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All employees will be paid via DIRECT DEPOSIT

In order to process your pay, you must provide the Payroll Department with this completed Direct Deposit Form and attach one of the following :

1. A bank deposit slip , if depositing into a savings account or
2. A voided blank cheque

Please note: Your branch, account, bank and transit numbers must be clearly shown on your deposit slip or cheque.

If you have not yet been assigned an employee ID number by the Personnel Department, record your social insurance number where indicated below. Your completed form can be

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