



To: All Employees
From: Payroll/Human Resources
Re: **DIRECT DEPOSIT**

For your convenience, our payroll system has been structured to allow direct deposit of your salary into the Bank, Credit Union or Trust Company of your choice. You will receive a computerized statement of your earnings and deductions on each pay period.

If you would like to take advantage of this option, please sign below, complete the necessary information, and attach a "VOID" cheque to this form. A member of the Human Resources Department will forward this information to Payroll. If, at any time, the information on this form changes, please contact the Human Resources Department.

VOID CHEQUE

NAME: _____ Employee No. _____

DEPT: _____

Please deposit my salary directly into the following account:

BANK/CREDIT UNION/TRUST COMPANY NAME:

BRANCH/TRANSIT NO.: _____

INSTITUTION NO.: _____ ACCOUNT NO: _____

EMPLOYEE SIGNATURE

DATE