Grande Yellowhead Public School Division

# APPLICATION FOR DIRECT DEPOSIT FORM 513-02

The information collected on this form is confidential and will be used solely for the purpose to deposit your payment directly into your bank account. We will not release this information for any other purpose. If you have any questions or concerns, please contact the Payroll Department at 723-4471.

INSTRUCTIONS

- Complete all the items requested below
- Funds can only be deposited in the name of the person or company who currently receives the cheque from the department.

## A. Name of Account Holder

Last name First name

Address

Apt #, Street

City/Town Prov Postal Code Phone number

A B

## B. Bank Information

Name of Bank

Address of Bank

| Type of Account (check one) | | Branch Number | Bank Number | Account Number |
|---|---|---|---|---|
| Chequing | Savings | | | |

If you have a **personalized cheque** for your bank account please attach one to this form with "VOID" written on the front.

***or***

If you **do not** have a personalized cheque for your bank account take this form to where your account is located. Have a financial institution officer sign and stamp to verify the above banking information.

**Bank Stamp**

Financial Institution Officer's signature Phone Number Date

I authorize the Grande Yellowhead Public School Division to make all payments due to me by deposit to the above account. Payment shall continue until I advise you of any change.

Employee's Signature Phone Number Date