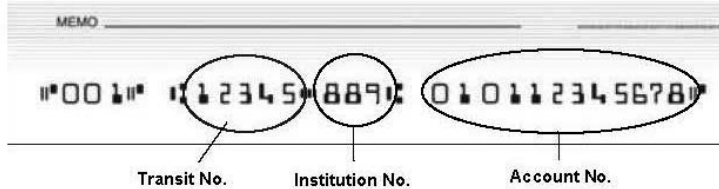# Account Information
For Payroll, Direct Deposit or Pre-Authorized Payment

This form provides account information in place of a void cheque and is used when arranging for direct deposits or pre-authorized payments. Simply complete this form and submit it to the company depositing the payment into your account or to the billing company.

How to find your banking information on a personal cheque:

How to find your bank account numbers online:

- Login to your online banking and select your account.
- Click on print Void Cheque or Preauthorization.
- Print and Sign and email it to your employer.

Bank Holder Information

First Name or Signing Officer Full Name

Last Name or Company Name

Address

City

Province

Postal Code

Banking Information

Branch Address

City

Province

Postal Code

Transit Number

Institution No.

Account Number

x _____

Account Holder Signature

_____

Date