



Direct Deposit Enrollment Form

Employee Information

Employee Name _____ Employee # _____

Mailing Address _____

Telephone _____

Financial Institution Information

Staple voided cheque here or complete the following:

Name and Address (Stamp may be used):

	Inst # 3 digits	Branch # 5 digits	Account # up to 12 digits	Account Type (Cheque/ Savings)	Deposit Type (Amount/ Percent)	Amount /Percent (\$ or %)
Main/Default						
Other						
Other						
Other						

 Signature of Financial Institution (required if voided cheque is not provided)

Payee Authorization

I hereby authorize the Nova Scotia Health Authority to use a direct deposit system, to make deposit payments directly to the account(s) described above.

 Employee Signature _____
 Date

All information submitted will be treated as private and confidential

Guide to Completing Direct Deposit Form

Employee Information Section

Please complete this section providing your name, employee number, address and telephone number(s) in case we need to contact you to verify some information.

Financial Institution Information Section

You have a number of options on how to complete this section.

- You may staple a VOID cheque to the enrollment form or fax a copy along with the completed Direct Deposit Enrollment Form to Payroll Services at 473-6414.
- You may take the form to your Financial Institution and have them stamp it with their information then have them enter the 3 digit institution number, 5 digit branch number and your account number (please remember no line of credit accounts are allowed). If the bank fills out this area you must have the bank sign the form for verification or stamp it with the Branch Identification stamp.
- You may fill out the banking information section yourself. If you fill out this form the bank must still sign or stamp the form for verification.

Legend:

Main / Default - This is required as it will indicate which account serves as the main / default account. Money will be deposited into the accounts according to the amounts or percentages indicated. Any remaining amounts or percentages will automatically be deposited into the main / default account.

Institution number – Indicates what bank you deal with (BMO, Royal Bank, Presidents Choice etc)

Branch number – Indicates what branch of the bank you deal with (this determines its location or address)

Account Number – Your account may be 3 to 12 digits long.

Account Type - Either Savings or Chequing account.

Deposit Type – You are allowed to have your pay distributed among multiple accounts. If you wish to set up more than one account, you can either have a certain percentage of your net pay go to an account or you may have a specific amount of money (IE: \$50) go to an account.

Amount or Percentage – Please indicate the percentage or amount of money you want deposited to your account. If you only have one account, then please enter 100% in this field.

Here is an example of how to fill out this area:

	Institution #	Branch #	Account #	Account Type	Deposit Type	Amt/%
Main/Default	003	00003	1234567	chequing	percent	
Other	003	00003	3456789	chequing	percent	30%

Payee Authorization Section

After completing the form you must sign and date it so it may be processed by Payroll Services. If it is not signed we will not be able process this change.