



THE TA'AN KWACH'AN COUNCIL

117 Industrial Road, Whitehorse, Y.T., Y1A 2T8 | Ph:867-668-3613 | Fax:867-667-4295
Payroll@taan.ca

Payroll Direct Deposit Authorization

Please forward, mail or fax directly to "Payroll c/o Ta'an Kwach'an Council"

(PLEASE PRINT)

NAME: _____ SIN: _____
LAST FIRST M.I.

HOME ADDRESS: _____ PHONE: _____

DEPARTMENT: _____

MAILING ADDRESS: _____ MANAGER: _____

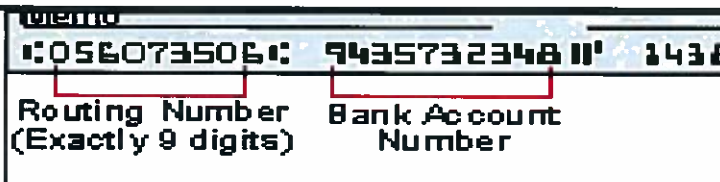
DATE: _____

NAME OF FINANCIAL INSTITUTION (bank or credit union): _____

ADDRESS OF INSTITUTION: _____

ACCOUNT INFORMATION OPTIONS:

ATTACH A VOIDED CHEQUE-DEPOSIT SLIPS ARE NOT ACCEPTED Note: the document that is attached must clearly indicate your account number and your financial institution's nine (9) digit routing transit number shown below.



VOIDED CHEQUE: _____ SAVINGS? _____ CHEQUING? _____
(select only one account type/attach cheque to back of form)

OR

ACCOUNT TYPE: _____ ACCOUNT: _____

CHECK ONLY ONE TO AUTHORIZE:

_____ TKC to deposit the net pay amount each payday (in case of adjustment: when possible) directly to the selected account at the financial institution indicated above. Agreeing to direct deposit means the employee will also comply with the following conditions: **Notify** Payroll immediately of any changes to this information so that pay may be properly distributed, and **Understand** that, in the event TKC notifies the financial institution the employee is *not* entitled to the funds deposited into the account, the respective financial institution and TKC are authorized to deduct the amount of the adjustment from the indicated account and return the adjusted amount to TKC (the employee will be given appropriate notice).

- _____ A change in financial institution.
- _____ A change in account number at the same financial institution.

SIGNATORY AUTHORIZATION: _____ DATE: _____

FOR PAYROLL USAGE: _____ NEW _____ CHANGE | RECEIVED: _____ INITIAL: _____