

Please complete and submit this form to your employer to have your paycheque automatically deposited into your Scotiabank account.

To:

(INSERT NAME OF YOUR EMPLOYER)

Please accept these instructions to automatically deposit my paycheque into my bank account as outlined below:

Employee Information

<small>EMPLOYEE NAME</small> MS LORILEE LESSARD		<small>TEL. NO.</small> (639) 471-1772
<small>ADDRESS</small> 711 WEILER BLVD APT 403		
<small>CITY</small> THUNDER BAY	<small>PROVINCE</small> ON	<small>POSTAL CODE</small> P7C0A8
<small>EMPLOYEE NUMBER (IF APPLICABLE)</small>	<small>DEPARTMENT (IF APPLICABLE)</small>	

Employee Bank Account Information

<small>INSTITUTION</small>	<small>NUMBER</small>	<small>12 DIGIT ACCOUNT NUMBER</small>	
THE BANK OF NOVA SCOTIA	002	10207	0569984
Company Processing Instructions		Enter as TRANSIT No.	Enter as ACCOUNT No.
<small>BRANCH ADDRESS</small>			

I am advising the Company to change my payroll direct deposit as indicated above. I understand that Scotiabank is not responsible for verifying these payments to my account. I will notify the Company promptly in writing if I close or make other changes to my account.

Authorized by:

SIGNATURE

2022-AUG-01

DATE

Please forward the completed request to the appropriate department in your company. Some employers may also ask you to attach a voided cheque. You may wish to keep a copy of the completed form for your records.