

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 TEAH P BUFFALO		<small>TEL. NO.</small> (705) 288-0055
<small>ADDRESS</small> 118 DWYER AVENUE PO BOX 609		
<small>CITY</small> SCHUMACHER	<small>PROVINCE</small> ON	<small>POSTAL CODE</small> P0N1G0
<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	45492	0453420
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

2023-JUN-22

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.