

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

To: Nishnawbe - Aski Legal Services Corporation
(INSERT NAME OF YOUR EMPLOYER)

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

Employee Information

EMPLOYEE NAME ROBERT ALBANY		TELEPHONE NO. 807-464-0981
ADDRESS 424 THIRD ST SOUTH APT 2		
CITY KENORA	PROVINCE ON	POSTAL CODE P9N 1J1
EMPLOYEE NUMBER (IF APPLICABLE)	DEPARTMENT (IF APPLICABLE)	

Employee Bank Account Information

Institution	Number	Customer Account No.
THE BANK OF NOVA SCOTIA	002	90217 02946 83 <small>Transit</small>
BRANCH ADDRESS		

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:

Robert Albany
SIGNATURE

December 18, 2019
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.