

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

EMPLOYEE NAME <b>MISS MELISSA A SUTHERLAND</b>		TELEPHONE NO. <b>7052741028</b>
ADDRESS <b>647 EMLIE STREET</b>		
CITY <b>TIMMINS</b>	PROVINCE <b>ON</b>	POSTAL CODE <b>P4N5K2</b>
EMPLOYEE NUMBER (IF APPLICABLE)	DEPARTMENT (IF APPLICABLE)	

### Pre-authorized Transaction Information

COMPANY NAME	ACCOUNT / POLICY NO.
PAYMENT AMOUNT \$	PAYMENT DATE

### Bank Account Information

INSTITUTION	NUMBER	12 DIGIT ACCOUNT NUMBER	
<b>THE BANK OF NOVA SCOTIA</b>	<b>002</b>	<b>1, 1, 0, 7, 2</b>	<b>0, 8, 1, 6, 2, 8, 0</b>
Company Processing Instructions >		Enter as TRANSIT No.	Enter as ACCOUNT No.
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:  2022/09/06  
SIGNATURE 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.