



## Direct Deposit Authorization

On your instructions we will deposit your payment on a weekly basis directly into your bank account at the financial institution of your choice. Please sign the authorization request below and complete the form with your information. Be sure to read the additional payroll information below.

Bagg Inc. is hereby authorized and requested to credit payments to my account with the financial institution designated below, until cancelled by me in writing.

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Date: \_\_\_\_\_

Please provide your Social Insurance Number and Date of Birth below.

SIN: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

### Please provide your Direct Deposit information:

Name on Account: \_\_\_\_\_

Institution: \_\_\_\_\_

Number: \_\_\_\_\_

Customer Account Number: \_\_\_\_\_

This is a free service, however, if you decide to stop direct deposit and then restart direct deposit there will be a \$7.00 administration fee withheld from your next cheque.

**Registered/Incorporated Contractors** - You must provide your registered business' information.

**Payroll Information** – Direct Deposits are processed on Fridays; once processed, your bank may require 1-2 business days to credit your account. Statutory holidays will also affect the banks' processing time. Payment stubs are mailed.

*Revised April 2016*