

# Direct Deposit – Pre-authorized credit Form

## Direct Deposit Authorization

To have your cheque deposited directly to your bank or other financial institution, please complete the authorization and details below and return to *ATTN: Payroll Dept.*

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

**Address:** \_\_\_\_\_

**City/Province:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

Please deposit the \_\_\_\_\_ payable to me/us directly to my/our account (details below).  
(payroll/annuity/pension, etc.)

**Details of the account to which payments are to be deposited:**

**Bank or Financial Institution Name:** \_\_\_\_\_

**Address of branch:** \_\_\_\_\_

**City/Prov:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Direct routing number:** \_\_\_\_\_ **Account Number:** \_\_\_\_\_

**Institution No.** \_\_\_\_\_ **Branch Transit No:** \_\_\_\_\_

**Please attach a sample cheque marked “VOID”**

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