

Direct Deposit Authorization

102 – 11039 – 78 Avenue
Grande Prairie, AB T8W 2J7
Ph. 780-539-5090 Fx. 780-539-7089

Mayfair Personnel pays its temporary employees bi-weekly by Direct deposit into your bank account.

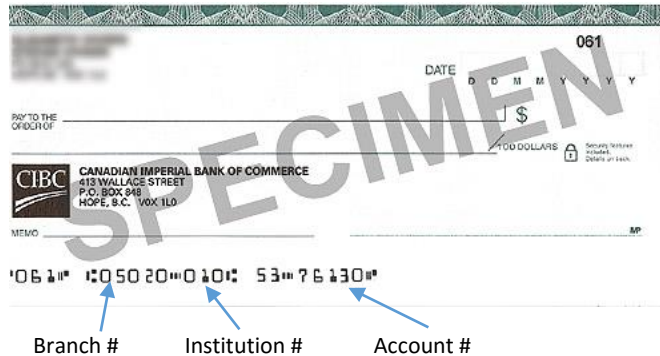
In order to initiate direct deposit for you, we require your consent and your banking information. Please be informed that your account information will be kept confidential and will be accessible only by our head office staff, as well as our payroll service company.

Your pay statements will be e-mailed to you every other Tuesday to the address provided by you during registration. If your address changes please notify us immediately to ensure you have no issues receiving your statements.

PLEASE PRINT CLEARLY

Printed name of employee: _____
Address: _____
City/Province/Postal Code: _____
E-mail address: _____
Social Insurance number (required): _____
Date of birth (required): _____ / _____ / _____
year month day
Bank Branch number (5 digits): _____
Institution number (3 digits): _____
Account number: _____

PLEASE ATTACH A VOID CHEQUE OR DIRECT DEPOSIT FORM FROM YOUR BANK



Please note that Mayfair Personnel will be unable to process your pay without your correct direct deposit information. Upon receipt of your timesheet/timesheets and direct deposit information your pay will be in your bank account bi weekly on the Friday. EFT (Electronic Funds Transmission) is very time sensitive – if your timesheet/timesheets have not arrived prior to the transmission, you will have to wait until the following period to process your pay.

It is your responsibility to notify us if your banking information changes.

I authorize Mayfair Personnel (Northern) Ltd. to electronically deposit my pay cheque funds into my bank account listed above. If funds to which I am **not** entitled are deposited in my account, I authorize the correction.

Signature of Employee: _____ Date: _____